

# **Biennial Drug and Alcohol Report**

## **PIERCE MORTUARY COLLEGES**

**Gupton-Jones College of Funeral Service**

### **BIENNIAL REPORT OF INSTITUTIONAL COMPLIANCE WITH THE DRUG – FREE SCHOOLS AND CAMPUSES REGULATIONS**

**Period of Review:**

**July 1, 2022 – June 30, 2024**

#### **GENERAL STATEMENT**

Gupton-Jones College of Funeral Service (GJCFS) offers rigorous curriculums that meet accreditation standards and prepare students to become premier funeral service professionals. Gupton-Jones College of Funeral Service (GJCFS) adheres to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Senate Resolution 645 (passed 1987). Gupton-Jones College of Funeral Service (GJCFS) comply with all regulations pertaining to the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department's General Administrative Regulations for developing and implementing a drug and alcohol abuse education and prevention program. They will uphold all federal, state, and local laws on alcohol and other drugs. They will impose sanctions for violations of the standards of conduct that include all laws as well as student complicity in violations and conduct unbecoming of a Gupton-Jones College of Funeral Service student. Gupton-Jones College of Funeral Service (GJCFS) strictly prohibits the use of alcohol on campus unless granted an exception to this rule by the campus President and CEO.

#### **DRUG AND ALCOHOL PREVENTION PROGRAM (DAAP)**

Gupton-Jones College of Funeral Service (GJCFS) complies with the Drug-Free Schools and Campuses Regulations (EDGAR part 86), by annually distributing to students and employees written documentation regarding the availability of a Drug and Alcohol Awareness Program. Distribution occurs each year, October 1st. For students enrolled or employees hired after this date, the information is provided during new student registration and new employee orientation. The college and local community provide a variety of educational programs and services to respond to the problems associated with alcohol and drug abuse.

GJCFS recognizes the college community is not immune to the societal problem of substance abuse. Confidential referrals for counseling, treatment, or rehabilitation are available from the College for students and employees who voluntarily seek such assistance.

## **GUPTON-JONES COLLEGE OF FUNERAL SERVICE DRUG POLICY**

**Gupton-Jones College of Funeral Service (GJCFS) adheres to the Drug-Free Schools and Communities Act Amendments of 1989. They will uphold all federal, state, and local laws on alcohol and other drugs. They will impose sanctions for violations of the standards of conduct that include all laws as well as student complicity in violations and conduct unbecoming of a Pierce Mortuary College student.**

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited on Gupton-Jones College of Funeral Service (GJCFS) campus or property, as is the possession of drug paraphernalia. Any student or employee must notify the school of any criminal drug and/or alcohol statute conviction no later than 5 days after such conviction. Employees must also comply with the Drug-Free Workplace, Drug, and Alcohol policies applicable to them.

### **Violation of Drug and Alcohol Policy**

Intoxication or Negative Behavior Involving Use of Drugs or Alcohol: Identification of a student presumed to be in violation of the Drug and Alcohol policy is based on observable behaviors that may indicate the presence or use of alcohol or drugs. Observable behaviors include but are not limited to: alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, etc. The President or President designee is required to assume impairment and protect the safety and rights of others by having the individual vacate the campus if necessary. The student must then submit to drug testing at the student's expense. If the student's test comes back positive, the student must undergo counseling and/or treatment before returning to the campus. Other penalties may include community service or suspension/termination of enrollment or employment. A student or employee may be suspended or dismissed for a single violation. Furthermore, students or employees may also be subject to additional criminal penalties based on local, state, or federal law.

Other Violations of Drug and Alcohol Policy (manufacture, distribution, etc.): Depending on the situation, penalties could include counseling and/or treatment before returning to campus, community service, or suspension/termination of enrollment or employment. A student or employee may be suspended or dismissed for a single violation. Furthermore, students or employees may also be subject to additional criminal penalties based on local, state, or federal law.

### **Surgeon General Warning**

According to the Surgeon General, women who drink or take drugs during pregnancy risk birth defects. Consumption of drugs and alcohol impairs your ability to drive a vehicle or operate machinery and may cause health problems such as memory impairment or lack of sound judgement. It could form grounds for termination of enrollment, loss of financial aid or employment.

### **Alcohol Use and Effects**

Alcohol consumption can cause marked changes in behavior, even in low doses, which include the inability to drive, accidents, aggression, and abuse. High doses can lead to personality disorders, inability to learn, illness, and death. Repeated use of alcohol leads to dependence. Withdrawal can produce depression, anxiety, tremors, hallucinations, convulsions, and damage to major body organs. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome, including abnormalities and retardation. These children are also at risk of becoming alcoholics.

## **Drug Use and Effects**

According to the National Institute on Drug Abuse, a variety of significant health risks are associated with the use of illicit drugs. Health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage, impairment of brain activity, digestion, blood circulation, impairment of physiological processes and mental functioning, and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singularly or in certain combinations may cause death.

## **Applicable Laws**

- Gupton-Jones College of Funeral Service (GJCFS) will uphold all federal, state, and local laws regarding alcohol and other drugs. The following excerpts are from federal and State of Georgia laws regarding the unlawful possession, use, or distribution of illicit drugs, including alcohol, are not all-inclusive, may not read in the exact manner of the laws, and are not to be relied upon as legal advice or guidance.
- It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport, or consume alcoholic beverages, wine, or beer. Sale of alcohol to minors is also prohibited. Such offenses are punishable by imprisonment of up to one year and a fine of \$500 to \$1,000.

## **Federal and State Penalties for Illegal Sale and Possession of a Controlled Substance**

Federal Law prohibits, among other things, the manufacturing, distributing, selling, and possession of controlled substances as outlined in 21 U.S.C., §§ 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$5,000,00. Depending on the amount of the first offense, maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PSD, LSD, fentanyl, and fentanyl analogue) range from five years to life imprisonment and fines of up to \$10,000,00. First offense penalties for illegal possession of controlled substance range from up to one year in prison or a fine of at least \$1,000.

The State of Georgia and the City of Atlanta may also have laws that apply to drugs and alcohol. Possible maximum penalties for the possession, manufacture, or delivery of controlled substances (drugs) are a life term of 20 to 99 years and a fine up to \$500,000. Federal penalties are life imprisonment (no parole) and a fine up to \$8,000,000 (individual).

## **Addiction/Recovery Resources**

Gupton-Jones College of Funeral Service (GJCFS) encourages students and employees to educate themselves, seek counseling or seek treatment. The following are resources available to students and employees in the community:

Gupton-Jones College suggest contacting:

Nursing and Behavioral Health Sciences

4525 Flat Shoals Pkwy #401

Decatur, GA (800) 214-2611

Alcoholics Anonymous

4405 Hugh Howell Rd.

Atlanta, GA (770) 938-7759

## EVALUATION OF CURRENT PROGRAMS

### College Programs

Gupton-Jones College of Funeral Service (GJCFS) is one of three Pierce Mortuary Colleges. GJCFS is accredited by the America Board of Funeral Service Education and offers an Associate of Science offered on campus and online.

### Activities

Gupton-Jones College of Funeral Service (GJCFS) offers a limited number of activities for student involvement. There are no on-campus residential facilities.

### College Security

Gupton-Jones College of Funeral Service (GJCFS) campus is in Decatur (Atlanta), Georgia where the Decatur Police Department provides services. The officers patrol the campus and surrounding areas regularly. GJCFS also has on campus a security officer hired through a third party.

Gupton-Jones College of Funeral Service (GJCFS) campus is equipped with a security system and cameras. The campus is locked 24 hours per day. Each student, staff, and faculty are issued a key fob to allow access to specific external and internal doors. GJCFS regularly monitors the maintenance of the facilities, landscaping, and lighting on campus. All lights are on timers and employees are told to notify the President of the campus if any lights are out.

Recording cameras operate 24 hours a day, 7 days a week, and are located throughout the campus.

GJCFS does not have resident housing for students.

### Counseling

DRUG AND ALCOHOL CASES	2021-2022	2022-2023	2023-2024
Referrals or requests for counseling for alcohol use	0	0	0
Referrals or requests for counseling for drug use	0	0	0
Referred to outside treatment programs	0	0	0
TOTALS	0	0	0

### Student Discipline

	Alcohol		Other Substances	
	2022-2023	2023-2024	2022-2023	2023-2024
Disciplinary Sanction	0	0	0	0
Suspended	0	0	0	0
TOTALS	0	0	0	0

### Financial Aid

Gupton-Jones College of Funeral Service (GJCFS) are committed to compliance with all federal laws that impact its students' eligibility for financial aid, and it follows them as directed.

### General Assessment

Gupton-Jones College of Funeral Service (GJCFS) foster a drug and alcohol-free environment.

### RECOMMENDATIONS

RECOMMENDATION: GJCFS will continue efforts to include drug and alcohol prevention principles during orientation.

RECOMMENDATION: Continually assess drug and alcohol use and perceptions on other college campuses and determine whether such should prompt surveys and data collection for the same on GJCFS's campus.

RECOMMENDATION: Continue maintaining the Student Handbook to provide information in critical areas.

### CERTIFICATION OF REVIEW PROCESS

Under The Drug-Free Schools and Campuses Act, Gupton-Jones College of Funeral Service (GJCFS) reviewed the strengths and weaknesses of the programs in place to ensure college compliance with the Drug-Free Schools and Communities Act and Amendment, 1989/ Drug-Free Workplace Act, 1988. The review of policy documents noted the following:

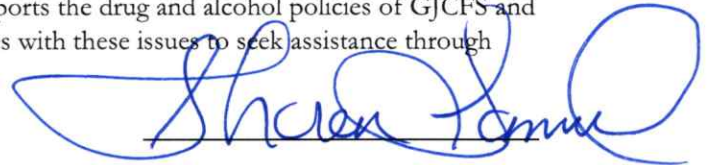
1. GJCFS appears to comply with the Act and has an adequate policy in place.
2. The college distributes its alcohol and drug policy to all employees and students through the handbook upon enrollment.
3. The biennial review of college drug prevention programs and policy is now conducted at the conclusion of each biennial period. This report covers July 1, 2022 through June 30, 2024. The review is designed to ensure effectiveness of the policy and the programs which are in place as well as to recommend measures which can be implemented to ensure that the programs are effective.
4. The review process evaluated whether disciplinary actions taken during the biennial period were consistent with GJCFS policy to ensure that sanctions are consistent and utilized. GJCFS has had no reported issues.
5. GJCFS tracks the number of drug and alcohol related offenses that occur on campus. Statistics are gathered without disclosing the names of those involved in compliance with the students' FERPA rights.

6. The President has reviewed and signed this report.

This report reflects an accurate review of the policies, programs, and review process in effect at GJCFS for the review period of July 1, 2022 through June 30, 2024.

CERTIFICATION OF ADOPTION AND ACCEPTANCE

The Gupton-Jones College of Funeral Service President supports the drug and alcohol policies of GJCFS and encourages employees and students who may have difficulties with these issues to seek assistance through appropriate channels.



President

\_\_\_\_\_  
Sharon Samuel

Printed Name

\_\_\_\_\_  
June 30, 2024

Date

## Compliance Checklist

Drug-Free Schools and Campuses Regulations Compliance Checklist taken, in part, from Complying with the Drug-Free Schools and Campuses Regulations [34 CFR Part 86], a publication of the Higher Education Center for Alcohol and Other Drug Prevention, funded by the U.S. Department of Education.

1. Does the institution maintain a copy of its drug prevention program? **Yes, it is located in the Student Handbook, in both physical and electronic form.**
2. Does the institution provide annually to each employee and each student who is taking one or more classes for a 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 part of its activities. **Yes**
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol. **Yes**
  - c. A description of the applicable legal sanctions under local, state, and/or federal law. **Yes**
  - d. A description of applicable counseling, treatment, rehabilitation/ re-entry programs. **Yes**
  - e. A clear statement of the disciplinary sanctions the institute will impose on students and employees, and a description of those sanctions. **Yes**

This Biennial Report is posted on the Gupton-Jones College of Funeral Service website. You can view by going to:

<https://www.gupton-jones.edu/student-life/health-safety>

This report is also available in physical form at the campus upon request.

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, electronically.**
  - b. Through campus post office boxes: **No**
  - c. Class schedules which are mailed to each student: **No**
  - d. During Orientation: **Yes**
  - e. Do the means of distribution provide adequate assurance that each student receives the materials annually? **Yes**
4. Are the above materials distributed to staff and faculty in one of the following ways:
  - a. Mailed
    - i. Staff: **Yes, electronically**
    - ii. Faculty: **Yes, electronically**
  - b. Through campus post office boxes
    - i. Staff: **No**
    - ii. Faculty: **No**
  - c. During new employee orientation
    - i. Staff: **Yes, electronically**
    - ii. Faculty: **Yes, electronically**
5. Does the means of distribution provide adequate assurance that each staff and faculty member receive the materials annually?
  - a. Staff: **Yes**
  - b. Faculty: **Yes**

6. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
  - a. Staff: **Yes**
  - b. Faculty: **Yes**
7. 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? **GJCFS reviews each drug and alcohol case at all steps of the discipline process to ensure continuity of action and to provide a broad base of input in the decision making process.**
8. Who is responsible for conducting these biennial reviews? **GJCFS President**
9. 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? **No**
10. Comments: