



MUSICIANS INSTITUTE
COLLEGE OF CONTEMPORARY MUSIC

**DEPARTMENTS OF
CAMPUS SECURITY,
COMPLIANCE, AND
STUDENT AFFAIRS**

**MUSICIANS INSTITUTE
BIENNIAL REVIEW REPORT ON ALCOHOL AND DRUG
POLICIES**

VERSION

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**COVERING YEARS
2014-2016**



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BIENNIAL REVIEW REPORT ON ALCOHOL/DRUGS PROGRAMS AND POLICIES

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

This is a joint report from the Student Support Center and the Campus Safety and Security Office of Musicians Institute College of Contemporary Music, Hollywood, 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 Musicians Institute to implement and maintain programs aimed at preventing the abuse of alcohol and use or distribution of illicit drugs both by Musicians Institute 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 (Catalog, Employee Handbook);
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol (Drug-Free School Policy);
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students (Annual Health and Safety Report); 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 (Drug-Free School Policy/Annual Health Safety Report/Catalog).

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 college imposes on students or employees as a result of such violations or fatalities.

Musicians Institute 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 Affairs department
- Campus Safety and Security Department
- Student Conduct Committee/School Designee (for reportage on cases related hereto—if any)
- Office of Compliance and Assessment
- 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 Musicians Institute campus during the 2013-2014 and 2014- 2015 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
- Musicians Institute Student Conduct Code
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports in the Campus Safety and Security Office 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:

Musicians Institute 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: Musicians Institute has a written policy on alcohol and other drugs and distributes this, along with other pertinent information to students during Registration and Orientation (specifically during the required Student Survival Training sessions). This policy is also available in the Course Catalog (www.mi.edu/catalog) and in the Student Handbook.

Employee-Facing Disclosure: The Musicians Institute 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 Musicians Institute 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 is discussed in detail with students during each orientation.

Alcohol-and Drug-Free Campus Workplace Policy:

Musicians Institute 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 Support Center contains valuable information regarding drug/alcohol treatment, hotline numbers and referrals
- Lists of AA and NA meetings and times are available in Student Affairs

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 Support Center contains valuable information regarding drug/alcohol treatment, hotline numbers and referrals
- Lists of AA and NA meetings and times are available in Student Affairs

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 Musicians Institute.

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
2014-2015	No Reports	N/A
2015-2106	Report of employee possibly under the influence of alcohol at work	HR disciplinary action. Employee was made aware of MI Drug/Alcohol policies and of the availability of counseling/resources. Employee was also made aware of other employee-based health/wellness options through insurer.

Student Affairs Incident Reports Summary:

Year	AOD Incidents in School/Activities	Outcome/Actions
2014-2015	No Reports	N/A
2015-2016	Report of student "under the influence" of (a) drug(s) in class	No evidence/support of assertion. No disciplinary measure taken. Student informed of MI Drug/Alcohol policies and of the availability of counseling/resources.
2015-2016	Report of student "under the influence" of (a) drug(s) in class	Student was notified of report but did not respond. Student withdrew from program via continual absence.
2015-2016	Report of student "under the influence" of alcohol in class	Student admitted responsibility. Student was issued a disciplinary warning and required to engage in drug/alcohol awareness training meetings.
2015-2016	Report of student "under the influence" of alcohol in class	Student denied responsibility. Student was issued a disciplinary warning. Student was terminated from program for academic reasons in 2016.
2015-2016	Report of student using drugs in a campus-adjacent area.	Student denied responsibility. Student was issued a letter of admonition/AOR. Student was terminated from program for non-attendance in 2016.
2015-2016	Report of student "under the influence" of alcohol in class	Student denied responsibility. Student Conduct Committee was empaneled to review this and other allegations against the student. Committee found that there was not sufficient evidence to support a finding of responsibility for this allegation. Student was terminated for other conduct code violations in 2016.

Campus Safety and Security Incident Reports Summary:

Year	AOD Incidents on Campus	Outcome/Actions
2014-2015	Report of student intoxicated on campus	Disciplinary action and D/A

		counseling required
2014-2015	Report of Student Under Influence on Campus	(Compound) Disciplinary action resulting in termination from College
2015-2016	Report of student "under the influence" of (a) drug(s) in class	No evidence/support of assertion. No disciplinary measure taken. Student informed of MI Drug/Alcohol policies and of the availability of counseling/resources.
2015-2016	Report of student "under the influence" of (a) drug(s) in class	Student was notified of report but did not respond. Student withdrew from program via continual absence.
2015-2016	Report of student under the influence of drug(s) on campus.	Student admitted responsibility, went to hospital. Student issued a disciplinary warning and informed of MI Drug/Alcohol policies and of the availability of counseling/resources.
2015-2016	Report of student "under the influence" of alcohol in class	Student admitted responsibility. Student was issued a disciplinary warning and required to engage in drug/alcohol awareness training meetings.
2015-2016	Report of student using drugs in a campus-adjacent area.	Student denied responsibility. Student was issued a letter of admonition/AOR. Student was terminated from program for non-attendance in 2016.
2015-2016	Report of student "under the influence" of alcohol in class	Student denied responsibility. Student Conduct Committee was empaneled to review this and other allegations against the student. Committee found that there was not sufficient evidence to support a finding of responsibility for this allegation. Student was terminated for other conduct code violations in 2016.

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

Musicians Institute, 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 Affairs Office. The Student Affairs 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 MI and government regulations.*

- *Public intoxication anywhere on MI's premises or at functions sponsored by or participated in by MI.*
- *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 Musicians Institute 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:

Musicians Institute recognizes the importance of maintaining a robust Drug and Alcohol Program to support and assist students and employees alike--should they find need. In order to do so, Musicians Institute 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 Musicians Institute family.

Based on information contained herein as well as the increase in reports of use/incidents, Musicians Institute has come to the conclusion that, while changes to the Alcohol/Drugs policies/processes seem to have been effective in increased reporting of incidents, there is room for improvement in prevention and education. The college will continue to work to improve reporting process and will undertake to improve prevention and education projects/programs for all community members.

Proposed Activities for 2016/2017-Regarding Drug and Alcohol Prevention and Safety/Security

In an attempt to improve this process and make these programs more successful, Musicians Institute will endeavor to do the following in 2016/17:

- Increase the depth and scope of the Drug/Alcohol Awareness within the Student Survival Training portion of quarter-one programs with a focus on increasing awareness of options for students who find themselves in need of such
- Track sanctions by incident/drug type and create a guideline structure for sanctions based on fair and common application of student conduct code
- Expand on-campus awareness and resources for A/D-related issues
- Create a Drug/Alcohol issues brochure with remedy info, resources, laws, and suggestions for support/reporting. This brochure will be available on the MI website and at specific areas on campus.

- Increase faculty and staff awareness of the opportunities available through the Artist Support Center and through awareness notification/emails
- Create a training program for faculty/staff focusing upon how to deal with and assist students and colleagues with such issues
- Expand the Annual School Safety Summit to include health and A/D-related issues.
- Office of Campus Safety and Security continues to audit of Crime Logs vs. Daily Report logs to ensure that all reports are recorded.
- Create a digital version of these logs for review by security and safety-facing departments.
- Prepare for possible legalization of marijuana in California by outlining drug laws from the federal perspective. Distill this info into student-friendly messages. Disseminate as necessary.
- Create database of Residence Hall D/A incidents for tracking, prevention, and education purposes.
- Expand notification system for A/D policies and offerings to student/employees.

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 Student Support Center.

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 Ill – 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