



Drug-Free Schools and Campuses Regulations [Edgar part 86] of the Drug-Free Schools and Communities Act (DFSCA)

2024 Biennial Review Report of Tarrant County College District Drug and Alcohol Abuse Prevention Program

Review Dates

September 1, 2022 – August 31, 2023

September 1, 2023 – August 31, 2024

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December 10, 2024

TCCD Certification Page

Tarrant County College District Certification of the Biennial Review Report of the Drug and Alcohol Abuse Prevention Program

We certify that the information provided in this report has been reviewed and is accurate.

Chancellor

Elva Concha LeBlanc, Ph.D.

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Elva Concha LeBlanc, Ph.D.

Date

General Counsel

Antonio U. Allen

X

Antonio U. Allen

Date

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Tarrant County College District Introduction

Tarrant County College District (TCCD) is one of the 20 largest higher education institutions in the United States with an enrollment of 47,000. As a comprehensive two-year college with six campuses in North Texas including Arlington, Fort Worth, Hurst, online, and surrounding communities. Since 2012, TCCD has proudly held the designation of a Hispanic Serving Institution (HSI), a status granted to colleges where at least 25% of the full-time undergraduate student enrollment is Hispanic. As of fall 2022, 37% of TCCD's full-time students are Hispanic, reflecting the College's commitment to serving a diverse and growing student population. TCCD offers a wide range of opportunities for learners of all ages and backgrounds:

- Associate of Arts degree
- Associate of Applied Science degrees
- Technical and skilled trades programs
- Weekend College
- Workforce and economic development programs
- Customized training programs for area businesses and corporations

Mission

Tarrant County College is the guiding star for accessible, high-quality educational experiences that drive lasting impact.

Vision

To be the leader for academic excellence, student success and economic impact.

Values

Five core values underscore everything we do and guide decision-making to advance our vision:

- Commitment to Excellence
- Connection for Belonging
- Opportunity in Engagement
- Transformation with Innovation
- Trust through Integrity

Role and Scope

The College implements its mission through a clearly defined set of programs, services, and partnerships that include:

- Adult literacy courses
- Community Education and Engagement
- Community services
- Customized training
- Secondary education partnerships
- Technical programs
- University transfer programs
- Workforce education programs

TCCD is committed to institutional effectiveness, guiding its programs and services through continuous self-assessment, improvement, and an unwavering pursuit of excellence. This commitment ensures that it consistently adapts and meets the evolving needs of its students and community.

Goals

The College has adopted the following goals to support students and the community:

- **One College:** TCCD will function as One College to provide consistent and successful student experiences.
- **Student Ready College:** TCCD will put students at the core of all programs and services, so that they are welcomed, engaged, and supported inside and outside the classroom.
- **Serve the Community:** TCCD will serve the community and be its first choice for partnership.

Background on Drug-Free Schools and Communities Regulation

The Drug-Free Schools and Communities Act (DFSCA) of 1989 and its implementing regulations (34 C.F.R. Part 86) requires that any institution of higher education that receives federal financial assistance must adopt and implement a program to prevent the illicit use of drug and alcohol abuse by students and employees on school premises or as part of any of its activities. The Drug and Alcohol Abuse Prevention Program (DAAPP) at Tarrant County College District in accordance with federal law includes the following:

1. Standards of conduct that clearly prohibit, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

2. A description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
3. A description of the health risks associated with the abuse of alcohol or use of illicit drugs.
4. A list of drugs and alcohol programs available to employees or students.
5. A clear statement of the disciplinary sanctions that TCCD will impose on students and employees who violate the standards of conduct.

Biennial Review Process

TCCD is committed to monitoring and assessing the effectiveness of the DAAPP and implementing any necessary changes to improve the program's effectiveness and consistency. The annual and biennial reviews are the joint responsibility of the Tarrant County College District Office of Student Affairs, District Office of Human Resources, Police Department, and campuses' Student Affairs Offices. Reference Appendix 1 for more information.

Biennium Period Being Reviewed

For the 2024 Biennial Review of the TCCD's DAAPP, the dates reviewed cover the periods between September 1, 2022 through August 31, 2023, and September 1, 2023 through August 31, 2024.

DAAPP Committee Membership

Office	Representative	Title/Campus
Campus Police/Public Safety	Captain David Herndon	Administrative Captain
Campus President/ Chancellor Representative	Dr. Jan Clayton Dr. Terri Ford	President, Northeast Assistant to the President, Northeast
Counseling Services	Dr. Osaro Airen	Counselor, Trinity River
Faculty	Bryan Ericsson Jerira Jordan	Faculty, Northeast Faculty, Trinity River
General Counsel	Antonio Allen	General Counsel
Health Services	Tina Sage	Coordinator of Health Services, Southeast
Human Resources	Jessica Ragsdale	Director for Personnel Policies, Research and Data
Prevention Education	Kecia Baker-Morris	Director of Student Conduct and Prevention Education, Southeast
Senior Student Affairs Officer	Dr. Deshonta Holmes Dr. Josh Stewart Dr. Renetta Wright	Vice President Student Affairs, Connect Vice President Student Affairs, Southeast Director of Student Affairs, District
Student Activities	Dr. Courtney Matthews	Coordinator of Student Activities, Northeast
Student Conduct	Belinda Lopez	Director of Student Conduct and Prevention Education, South
Student Development Services and Student Life	Carter Bedford	Director of Student Development Services, Trinity River
Vice Chancellor and Provost	Dr. Demesia Razo	Assistant to the Vice Chancellor and Provost
Supportive role	Wahiba Belakhous	Assistant Director of Student Affairs, District
Supportive role	Beth Hargrove	Director of Student Communications, District
Supportive role	Tara Firmin	Director of Strategic Support, District

Review Procedures

The DAAPP Report is updated throughout the year to ensure ongoing support, prevention education, and compliance with the Drug-Free Schools and Communities Act. The DAAPP Committee convenes twice a year, mid-point fall and spring semesters to review the program's data, evaluate effectiveness, and recommend improvements in the subsequent year.

Report Access and Availability

The final DAAPP Biennial Review report, reviewed and approved by the Chancellor, will be made available by the 15th day of January each calendar year. Students, employees, and the public can access the report online at <https://www.tccd.edu/documents/services/student-life/rights-and-responsibilities/daapp-review-report.pdf>.

Annual Program and Policy Notification Process

To ensure community stakeholders are aware of the TCCD DAAPP, the College has implemented procedures to distribute DAAPP annually to all students and employees.

Student Methods of Distribution

Students can access TCCD policies on alcohol and drug use, health risks, disciplinary sanctions, legal sanctions, tips for preventing substance abuse, and warning signs of drug and/or alcohol abuse online at Drug Free Schools and Communities Act - Tarrant County College (tccd.edu). The written DAAPP notification for students is reviewed and revised annually in August by TCCD campus and District Office of Student Affairs representatives. The initial notification and location of the DAAPP is shared with new students and their families at the New Trailblazer Orientation, a mandatory orientation for all new TCCD students. The District Office of Student Affairs and Student Communications coordinates the annual DAAPP student notification via email in February and October of each year. On February 13, 2024, TCCD's District Office of Student Affairs sent 60,044 emails to current TCCD students, and on October 11, 2024, sent 56,237 emails. An additional email notification was sent on November 8, 2024, to 1133 newly enrolled students in the fall 2nd 8 weeks semester. Reference Appendix 1 for more information.

Employee Methods of Distribution

Employees can access TCCD policies on alcohol and drug use, health risks, disciplinary sanctions, legal sanctions, tips for preventing substance abuse, and warning signs of drug and/or alcohol abuse online at Drug Free Schools and Communities Act - Tarrant County College (tccd.edu). The written DAAPP notification for employees is reviewed and revised annually in August by TCCD Offices of Human Resources and Student Affairs. The initial notification is emailed to employees by the first week of October per the list obtained from the College's official active directory. The distribution list utilized for this notification is automatically updated throughout the day to reflect new hires and separations.

After the initial distribution, Human Resources will identify new hires through bimonthly New Employee Orientations (NEO) and send the DAAPP notification via email.

On February 13, 2024, Human Resources sent 4,848 emails to current TCCD employees. On February 26, 2024, Human Resources sent 50 emails distributing the annual DAAPP written notification to new hires who attended New Employee Orientation. On October 15, 2024, Human Resources sent 4,862 emails to current TCCD employees.

Policies

TCCD is committed to maintaining a drug-free environment on the campuses as well as an environment that prohibits the abuse of other drugs and alcohol. The following policies illustrate the College's commitment and compliance to ensuring a safe, supportive community for students, faculty, and staff.

TCCD Student Alcohol and Drug Policy

Tarrant County College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Alcoholic beverages are not permitted on College property. Possession and consumption of alcohol are also forbidden during any College-sponsored activities at off-campus locations or while traveling to and from off-campus activities. The TCCD Police Department enforces all state laws regarding alcohol, including state underage drinking laws. State law shall be strictly enforced on all property controlled by the College District regarding the possession and consumption of alcoholic beverages.

Possession, use, and/or sale of illegal drugs (as defined by the Texas Penal Code) on campus violates state law. Illegal drug possession and use are prohibited. Tarrant County College Police Department enforces all federal and state drug laws and persons found in possession of illegal drugs will be cited and/or arrested.

Disciplinary actions may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement official for prosecution. [*TCCD's student conduct policies*](#) and [*Drug and Alcohol Prevention Program \(DAAPP\) policy*](#)

Recognized Student Organization Policy

Office of Risk Management Guidelines for Student Organizations

All student organizations of Tarrant County College (TCCD) must comply with the following risk management guidelines Education Code 51.9361. We acknowledge our activities, events and meetings do not necessarily involve physical, financial, and legal risks, the exercise of discussing the potential hazards faced by our organization is an important step in mitigating future risk. It is the responsibility of each student organization member to use good judgement consistent with the objectives of the organization and TCCD.

ALCOHOL AND ILLEGAL DRUGS

The possession, sale and/or use of alcohol or illegal drugs while on College premises is prohibited by College policy and violates state law. The TCCD Police Department enforces all federal and state laws. A student will be cited and/or arrested if found in possession of alcohol or illegal drugs. Not only will the student be subject to criminal and/or civil proceedings for violating the law, but College disciplinary proceedings may include a referral to drug and alcohol counseling, suspension or expulsion.

Detailed information regarding TCCD's Alcohol and Drug Policy can be found on TCCD's website in the Student Rights and Responsibilities section. [Student Rights and Responsibilities - Tarrant County College \(TCCDd.edu\)](#)

HAZING

Hazing is defined as any intentional or reckless act occurring on or off campus, by one student alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in an organization whose members are or include TCCD students.

Hazing acts include, but are not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing harmful substances on one's body, or similar activity.
- Any physical activity that subjects the student to an unreasonable risk of harm or that negatively affects the mental or physical health or safety of the student, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or similar activity.
- Extreme consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance.
- Any activity that involves coercing the student to consume a drug or alcohol in an amount that would lead a reasonable person to believe that the student is intoxicated.
- Any activity that induces, causes or requires the student to perform a duty or task that violates the Texas Penal Code and TCCD's Student Code of Conduct.

Recognized Student Organization (RSO) Training

RSO Risk Management Training consists of designated club advisors and officers attending an annual risk management training that covers eight topics:

- Adoption of a risk management plan
- Behavioral conduct
- Fire and safety issues
- Hazing
- Illegal drugs and alcohol
- Issues regarding students with disabilities
- Sexual abuse and harassment
- Travel

The advisors and club officers are committed to sharing information and training with the other student organization members.

For all College-related travel, students are required to complete travel and risk waivers which outlines the college's expectations regarding policies that require participants to refrain from possessing and/or consuming alcoholic beverages or illegal substances during the activity (even if the participant is 21 or over). Questions about registered student organization training and policies should be directed to:

Suzanne Robinson

Risk and Insurance Manager | 817-515-1829

dorothy.robinson@TCCDd.edu | www.TCCDd.edu

TCCD Employee Policies

The College's governing policies on Employee Standards of Conduct include the Federal Drug-Free Workplace Act. The local policies include:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of the prohibition [see DI(EXHIBIT)]
2. Establishing a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantee's policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by item 1
4. Notifying the employee in the statement required by item 1 that as a condition of employment in the grant the employee will abide by the terms of the statement; and notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction;
5. Notifying the granting agency within ten days after receiving notice under item 4 from an employee or otherwise receiving actual notice of a conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by 41 U.S.C. 8104; and
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of items 1 to 6. [see DH(LEGAL)]
8. DAAPP correspondences are emailed to: hrdaapp@TCCDd.edu.

The College's local policies via DH Local Employee Standards of Conduct further explain the types of offenses that may warrant immediate discharge are as follows:

- Conviction under a criminal drug statute or the illegal or unauthorized sale, purchase, transfer, use, or possession of alcohol or any dangerous controlled or illicit substance as defined by Texas law, on campus or at a College District-sponsored or -sanctioned activity.
- Illegal or unauthorized sale, purchase, transfer, use, or possession of alcohol or drugs (narcotics, hallucinogens, stimulants) on College District premises or while on College District business.
- Being under the influence of alcohol or illegal drugs on the job or on College District premises. The College District has the right to require an appropriate test if an employee is suspected of being under the influence of drugs or alcohol.
- Conviction of or pleading guilty to a felony or a drug-related offense.

More information regarding Employee Standards of Conduct can be reviewed at [Policy Code DH – Employee Standards of Conduct – Tarrant County College Board Policy Manual - Policy Online \(tasb.org\)](#)

Employee Conduct Violations

For this report period, the following employee conduct violations were reported and addressed, following the College’s policy and process on student sanctions related to the type of violation and level of offense. The employees with these violations of conduct were terminated.

	2022-2023	2023-2024
Illegal Substances/Drugs	1	1
Alcohol	0	0
Other	0	0
Total	1	1

Sanctions

Students and employees who violate the standards of conduct outlined in the DAAPP are subject to institutional and legal sanctions provided under local, state, and federal law. Pertinent criminal sanctions for unlawful possession or distribution of illicit drugs and alcohol are outlined below.

Students and employees are cautioned that convictions for drug and alcohol violations may prevent individuals from entering many fields of employment and make them ineligible for federal grants and loans. For example, a student convicted of a drug-related felony or misdemeanor that took place while the student was receiving federal student aid, will become ineligible to receive further aid for a specified time upon conviction. For more information about the impact of drug-related convictions on federal student aid, visit

<https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions#drug-convictions>.

Local Sanctions

The Tarrant County College District is in Tarrant County, Texas. The College District has campus locations in the cities of Fort Worth, Hurst, North Richland Hills, Crowley, and Arlington. A review of the local ordinances of these cities does not provide any greater or lesser sanctions as related to the possession, distribution, or manufacturing of drugs- or alcohol-related offenses. The cities follow the State of Texas sanctions as set forth in the Texas Penal Code and Texas Alcohol Beverage Code.

State Sanctions

Students and employees may face a variety of legal sanctions under Texas law for the unlawful possession or distribution of alcohol or illicit drugs. Applicable Texas legal sanctions are summarized in the following table:

Offenses Under Texas Law		Offense Punishments
Type of Offense	Minimum	Maximum
Manufacture or Delivery of Controlled Substances (drugs) Penalty Groups 1-4 Health and Safety Code Section 481.112-124	Jail term up to two years and a fine up to \$10,000	Imprisonment for life and a fine up to \$250,000
Possession of Controlled Substances (drugs) Health and Safety Code (HSC) 481.115	Jail term not more than 180 days, a fine up to \$2,000, or both	Imprisonment for life and fine up to \$250,000
Delivery of Marijuana Health and Safety Code (HSC) 481.121	Jail term not more than 180 days, a fine up to \$2,000, or both	Imprisonment for life and a fine up to \$100,000
Possession of Marijuana Health and Safety Code (HSC) 481.121	Jail term not more than 180 days, a fine up to \$2,000, or both	Imprisonment for life and a fine up to \$50,000
Offenses Under Texas Law		Offense Punishments
Type of Offense	Minimum	Maximum
Driving While Intoxicated (includes intoxication from alcohol, drugs, or both) Penal Code (PC) 49.04	Jail term up to two years and a fine up to \$10,000	Imprisonment for life and a fine up to \$250,000
Public Intoxication Penal Code (PC) 49.02	A fine not to exceed \$500	Varies with age and number of offenses
Purchase of Alcohol by a Minor Alcohol Beverage Code (ABC) 106.02	A fine not to exceed \$500	At least eight hours of community service and 30-day driver's license suspension

Offenses Under Texas Law		Offense Punishments
Type of Offense	Minimum	Maximum
Consumption or Possession of Alcohol by a Minor	A fine not to exceed \$500	Varies with number of offenses; at least eight hours of community service, 30-day driver's license suspension, and mandatory alcohol awareness classes
Providing Alcohol to a Minor	A fine not to exceed \$4,000 or confinement in jail for not more than one year, or both	If binge drinking is involved: driver's license suspension for 180 days, 20-40 hours of community service, and alcohol awareness class
<p>Note: Penalties may be enhanced for prior offenses and/or offenses within 1000 ft. of a public university. Enhancement means that whatever the level of the committed offense can be increased by one category level based on the individual's criminal history. The age of the offender means that the offense can have different punishment levels based on the offender's age at the time of the offense. If under age 21 different punishment levels apply for public intoxication.</p>		

Federal Sanctions

The federal Controlled Substances Act makes it unlawful for a person to knowingly or intentionally manufacture, distribute or dispense a controlled substance or counterfeit substance. It is also unlawful to manufacture, distribute, or dispense a controlled substance or counterfeit substance. The law also makes it unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or as otherwise permitted by law.

There are strict penalties for violating the Controlled Substances Act, including mandatory prison terms for many offenses. The following information, although not exhaustive, provides an overview of federal penalties for certain drug-related convictions related to the illegal possession or distribution of controlled substances.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

Sentencing Provisions

- First conviction: up to 1 year imprisonment and fined at least \$1,000, or both. 21 U.S.C. 844(a)
- After 1 prior drug conviction: at least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both. 21 U.S.C. 844(a)
- After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years and fined at least \$5,000, or both. 21 U.S.C. 844(a)

- 21 U.S.C. 844a further provides a civil penalty of up to \$10,000 upon a defendant's first conviction of possession of small amounts of any controlled substances listed in 21 U.S.C. 841(b)(1)(A).

Forfeitures

- Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. 21 U.S.C. 853(a)(2) and 881(a)(7)
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 881(a)(4)

Denial of Federal Benefits

- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, and up to five years for second and subsequent offenses. 21 U.S.C. 862

Miscellaneous

- Ineligible to receive or purchase a firearm. 19 U.S.C. 922(g)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

The federal Controlled Substances Act also establishes federal penalties and sanctions for illegal trafficking of a controlled substance. A summary of this information is available online at [Drugs of Abuse \(2017 Edition\) \(dea.gov\)](#). A separate summary of penalties and sanctions pertaining to marijuana is available online at the same link.

Of special note, 21 U.S.C. 860 provides that anyone convicted of distributing, possessing with intent to distribute, or manufacturing a controlled substance in or on, or within a thousand feet of, the real property comprising a public or private college, junior college, or college is subject to twice the maximum punishment authorized by 21 U.S.C. 841(b).

International Students

Additional penalties and sanctions may apply for international students in the United States on a visa. Pursuant to the Foreign Affairs Manual of the U.S. Department of State (9 FAM 403.11-3(A)), a visa can be revoked when the international student "...is subject to a Watchlist Promote Hit for an arrest or conviction of driving under the influence, driving while intoxicated, or similar arrests/convictions (DUI) that occurred within the previous five years, pursuant to 9 FAM 403.11-5(B)(c)." DACA and undocumented students may experience dire consequences, such as revocation of DACA status or removal, for a violation of the law.

Student Conduct Violations

For this report period, the following student conduct violations were reported and addressed, following the TCCD's policies and process on student sanctions related to the type of violation and level of offense.

Violation Type by Academic Year	2022-2023	2023-2024
Illegal Substances/Drugs	8	4
Alcohol	2	1
Other	213	228
Total	223	233

[\(Source: Maxient Database\)](#)

Reported Student Sanctions:

2022-2023	Warning/ Reprimand	Educational Sanctions	Disciplinary Probation	Referral to Community Resources	Disciplinary Suspension	Expulsion
Alcohol	1	1	1	1	0	0
Illegal Substances/ Drugs	3	3	3	0	0	0

[\(Source: Maxient Database\)](#)

2023-2024	Warning/ Reprimand	Educational Sanctions	Disciplinary Probation	Referral to Community Resources	Disciplinary Suspension	Expulsion
Alcohol	0	1	1	0	0	0
Illegal Substances/ Drugs	3	3	2	0	0	0

[\(Source: Maxient Database\)](#)

Violation Level and Offense:

Type	Violation Level	1st Violation	2nd Violation	3rd Violation
Alcohol	Level 1 - Any incident that is referred without a Criminal Trespass or Arrest/ Detainment	Educational Sanction Warning/Reprimand Disciplinary Probation Alcohol and Other Drugs Workshop Additional sanctions if deemed appropriate	Educational Sanction Disciplinary Probation for duration of enrollment at the College Additional sanctions if deemed appropriate	Educational Sanction Disciplinary Suspension Outside Alcohol Assessment

	Level 2 - Any incident that resulted in a Criminal Trespass or Arrest/ Detainment	Warning/Reprimand Disciplinary Probation	Educational Sanction Disciplinary Suspension	Educational Sanction Disciplinary Suspension for a minimum of 1 year Outside Alcohol Assessment
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Type	Violation Level	1st Violation	2 nd Violation
Illegal Substances/Drugs	Level 1 - Possession of a controlled substance or combination of multiple drug-related offenses, being under the influence of any controlled substance or prescription drug, any incident that is referred without a Criminal Trespass or Arrest/Detainment	Warning/Reprimand Educational Sanction Disciplinary Probation	Educational Sanction On- or Off-Campus Drug Assessment Disciplinary Probation for a minimum of 1 year
	Level 2 - Possession, sale, distribution, or manufacture of a controlled substance or combination of multiple drug-related offenses, being under the influence of any controlled substance or prescription drug, any incident that resulted in a Criminal Trespass or Arrest/Detainment	Warning/Reprimand Educational Sanction Disciplinary Suspension for a minimum of one year	Disciplinary Expulsion

Employee Sanctions

Per the College's policies governing employee expectations of conduct, possession, distribution, and/or being under the influence of alcohol and illegal drugs, the following are grounds for immediate discharge:

Policy Code DH – Employee Standards of Conduct – Tarrant County College Board Policy Manual - Policy Online (tasb.org)

Student Substance Use and History

Early detection of substance abuse and/or dependence in TCCD students is critical to prevent adverse social, psychological, economic, and medical consequences. The TCCD Offices of Student Conduct and Prevention Education, Counseling, and Health Services seek to prevent student drug and alcohol concerns through prevention education, with additional referrals

during initial consultation when students present needs for treatment and prevention strategies.

Counseling Services

Tarrant County College District has mental health counseling services for students at five physical campus locations: Northeast, Northwest, South, Southeast, and Trinity River. TCCD students can benefit from short-term counseling (6-8 sessions per semester) at no cost. Counselors are licensed mental health professionals with expertise in various personal and career counseling areas. Students can engage in counseling sessions in person or online, depending on preference and availability. [To schedule an appointment](#), call or email the counseling office at your campus. Counselors also provide crisis intervention for students who are experiencing a mental health emergency. In addition, counselors offer psycho-educational workshops, support groups, and other mental health-related activities are offered throughout the semester to help students cope with stress, anxiety, depression, and other shared concerns.

Counseling Services <https://www.TCCDd.edu/services/support-services/counseling/>
Contact Counseling Services <https://www.TCCDd.edu/services/support-services/counseling/counseling-contact/>

Health Services

Tarrant County College believes that a healthy student is a successful student. Health Services is available at the five physical campuses - Northeast, Northwest, South, Southeast, and Trinity River - with support for our Connect Campus virtual students. A Registered Nurse serves as the full-time Coordinator of Health Services, leading a team of full and part-time Registered Nurses to support all TCCD students, to promote a positive and balanced lifestyle and to enhance the College experience. Referrals are made to community health resources through nurse consultations; these offices also offer health and wellness educational programming. To schedule an appointment, students can call or email the Health Services offices, or visit <https://www.TCCDd.edu/services/support-services/health-services/> or <https://www.TCCDd.edu/services/support-services/health-services/health-services-contact/>.

TCCD Police Department Annual Security Reports

Type	2022-2023	2023-2024
Drug Law Violation(s)	21	11
Alcohol Violation(s)	7	5

*Data obtained from TCCD Police Department

Prevention Education

The TCCD Offices of Student Conduct and Prevention Education, Counseling Services and Health Services offer drug and alcohol abuse educational programs and referrals for students, with the College's Human Resources and Employee Assistance Program (EAP) vendor providing employee referrals and support. In addition, outside resource assistance may be used for students and employees. These entities, along with the TCCD Police Department, have engaged the College community in various educational programs and activities, branded as DASHH programming.

DASHH

Drugs, Alcohol, Sex, Harassment and Hazing (DASHH) is a prevention initiative that promotes healthy behaviors to TCCD students through campus-wide educational programming. Through College-wide educational programming, students gain knowledge to make healthy life choices (related to drugs, alcohol, sex, harassment, and hazing) and can identify and access resources on and off campus. Each campus has a DASHH Prevention Squad that consists of representation from: Student Conduct and Prevention Education, Student Activities, the Student Government Association, the Counseling Center, Health Services, the Intercultural Network, Academic Affairs and the Campus Police/Victim Advocacy Unit.

All programs are guided by learning outcomes. By actively engaging in DASHH programming students will:

- Be able to identify on and off campus resources and how to access them
- Apply knowledge to making healthy life choices related to alcohol, drugs, sexual behavior and hazing.
- Develop attitudes, skills, and knowledge of helping behaviors that provide confidence to respond to problems or concerns and ensure the safety and well-being of self and others.

Prevention programs offered through DASHH:

National Collegiate Alcohol Awareness Week

National Collegiate Alcohol Awareness Week (NCAAW) brings campuses together to improve awareness and responsibility where alcohol consumption is concerned. The observance takes place during the third full week in October.

Alcohol Jeopardy

This interactive "Jeopardy"- style program familiarizes TCCD students with lower risk drinking behaviors, alcohol issues such as alcohol and the brain, knowing the laws, and impaired driving.

	2022-2023	2023-2024
Student Attendance	354	163

Blame It on the Alcohol!

Wearing Fatal Vision Goggles, students experience realistic simulation impairment while completing various tasks such as walking a line, playing video games, or just standing still. This “sobering view of what impairment can do” is used to educate students about the consequences of alcohol misuse and abuse.

	2022-2023	2023-2024
Student Attendance	283	206

DASHH BASH: Arrive Alive

This high-tech drunk driving simulator allows students to experience, in a controlled environment, the potential consequences of impaired driving. This program also incorporates impact video and other resources to educate students about the dangers of drinking while driving.

	2022-2023	2023-2024
Student Attendance	325	298

DASHH Bash: Dope Bingo

This interactive program is designed to increase students’ knowledge and awareness of drug facts and information, presented in a dope game of bingo! Join the DASHH Prevention Squad as we Step Up to Stop the misinformation around drug use and abuse all while winning prizes.

	2022-2023	2023-2024
Student Attendance	23	34

Drugs, Drinking, and Danger... OH MY!

During National Drug and Alcohol Facts Week® (NDAFW), DASHH Prevention Squads share facts about drugs, alcohol, and addiction among college students. Students explore about the science of alcohol and other drug use — how it affects the brain and body, and how it may lead to addiction.

	2022-2023	2023-2024
Student Attendance	154	200

Health Services Prevention Education Events

Date	Event Name	# of attendees	Event Description	Event Evaluation
2/23/2023	Fentanyl: A National Health Crisis, North Texas Pandemic Drug Trends (Virtual)	33	Participants will be able to identify what Fentanyl is and will understand the statistics of Fentanyl overdoses in this country. Participants will be able to name where Fentanyl is mainly being purchased. Participants will understand the differences between pharmaceutical Fentanyl and its uses and “street” Fentanyl and its uses. Participants will know where to purchase Narcan (Naloxone) – a lifesaving medication for opioid (Fentanyl) overdose reversal.	There were 16 complete evaluations. Sample attendees’ comments: “Whole presentation helpful.” “This topic is a must.” “There was no information I did not consider helpful.”
10/18/2023 and 10/19/2023	Eggs, Not Kegs	95	National Collegiate Alcohol Awareness Week (Oct 16-20, 2023) was hosted by TR Health Services, offering students wellness resources and breakfast burritos. The goal was to promote responsible alcohol consumption and raise awareness about substance abuse.	Strengths included positive student feedback on breakfast, educational resources, and safety measures like drink covers. The event's timing and location were ideal. A weakness was the limited staff (only two people). Future improvements could include collaborating with the TR DASHH Squad for better coverage. Overall, the event was successful with some minor adjustments needed.
02/26/2024	Solving the Fentanyl Crisis Lunch n’ Learn	72	The focus was on raising awareness about the dangers of opioids, particularly Fentanyl, and how to prevent substance abuse. Attendees learned how to recognize signs of	Strengths included positive feedback on the lunch provided, the engaging presenter, and the effectiveness of educational resources. The timing and location were ideal. A survey and

			opioid overdose and how to use Narcan to save lives.	pre/post-test showed significant improvements: Awareness of Fentanyl's impact in Texas increased from 72% to 100%, and comfort with using Narcan to save a life rose from 38% to 96%. Attendees found the presentation informative, timely, and engaging. The main suggestion for improvement was to provide more resources and prevention incentives. The event was well-received, and continued collaboration is critical to its success.
02/29/2024	Reducing Opioid Overdoses and Related Harm (virtual)	33	Participants were given a description of the changing landscape of drug overdoses in Texas and nationally. They were shown strategies that communities have used to reduce overdoses and a description of how naloxone (Narcan) is used to prevent overdose deaths.	There were 11 completed evaluations. Comments included “Good to know rehabilitation services,” “Great presentation,” “Hope I never have to use this information,” “The information made me more aware and brought attention to pay attention to medicines that you are taking to make sure they are not counterfeit,” and “I have teenagers and pre-teen so helpful to have the knowledge.”
3/20/2024	Breathe Well: Nicotine Cessation and Prevention Awareness Lunch n’ Learn	21	Attendees learned about taking control of their health, focusing on the impact of smoking and nicotine use. The session covered lung health, reducing tobacco use, and improving air quality.	Strengths included effective collaboration with a community partner who engaged students with activities and a Q&A, and support from TR Library with resources. Fresh salads were provided, highlighting Nutrition Month, and students received educational incentives, including first aid kits. The main weakness was poor student attendance, prompting the need for

				strategies to boost participation.
3/20/2024	Nicotine Cessation Awareness Table	12	A stand-alone Wellness table event engaged students in discussions about health and wellness, providing relevant information and encouraging active participation.	Strengths included distributing leftover lunches from the lunch n' learn, students sharing their experiences with tobacco use, and positive feedback on educational resources and incentives. The Wellness table, facilitated by Health Services staff, was well received. However, more wellness incentives could have been offered. Staff noted that students are more likely to initiate discussions at tabling events than during longer presentations, suggesting that future events could focus more on tabling. A limitation is that pop-up tabling is only possible when office traffic is light and staff are available.

Intervention and Support Services

Employee Assistance Programs

TCCD's Human Resources department has partnered with an Employee Assistance Program to offer all benefits-eligible employees support through Alliance Work Partners. Through EAP, employees can access free, convenient, and confidential professional services, including alcohol/drug assessments and referral programs.

To access services:

Employee Assistance Program
Alliance Work Partners
800-343-3822

Student Assistance Programs

All TCCD students can contact the offices of Student Conduct and Prevention Education, licensed counselors, and licensed Health Service staff through the Well-being Centers to learn more about drug and alcohol substance abuse issues, resources, and referrals.

Individual Counseling

Students are eligible to meet with TCCD counselors in person and virtually through the Well-being Centers and Health Services staff regarding drug and alcohol substance abuse issues and resources.

12 Step Programs

There are no 12 step programs on TCCD campuses but there are several Alcoholics Anonymous (NA) groups across Fort Worth and Tarrant County. The following webpage provides information about current groups at <https://www.fortworthaa.org/>. There also are Narcotics Anonymous groups in the Fort Worth area. Information about NA groups is provided at <https://www.narcotics.com/na-meetings/texas/fort-worth>.

Learn more about Counseling Services at [Counseling Services - Tarrant County College \(TCCDd.edu\)](#)

Learn more about Health Services at [Health Services - Tarrant County College \(TCCDd.edu\)](#)

Analysis and Evaluation of Program

Strengths: Insights and Impact

Effective Collaboration Across Key Offices

The District Office of Student Affairs, the Office of Human Resources, and the DAAPP Committee maintain an active and productive collaboration. This ensures that all aspects of the drug and alcohol abuse prevention program are coordinated and consistently supported across departments, strengthening its effectiveness.

Broad Community Stakeholder Approach and Federal Compliance

TCCD employs a comprehensive, community-wide approach to ensure compliance with federal and state regulations, including the Drug-Free Schools and Communities Act. All committee members actively contribute to this effort, helping to ensure that the program aligns with legal requirements and accurately captures all activities related to prevention, education, referrals, and compliance efforts for students and employees. This collaborative approach ensures that TCCD meets its obligations while providing a robust framework for drug and alcohol education.

Increased Participation and Attendance

Event attendance has significantly increased compared to previous years, with a growing number of students participating in two or more events. This trend indicates that the program is successfully engaging the college community and that its efforts are being positively received.

Focus on Learning Outcomes

All DAAPP programs are guided by clearly defined learning outcomes, ensuring that educational initiatives are impactful and measurable. This focus on outcomes helps the program assess its effectiveness, continuously improve, and better meet the needs of students and employees in preventing drug and alcohol abuse.

Active Involvement of Event Facilitators

DAAPP facilitators are deeply engaged in planning and executing events throughout the year, ensuring that activities are well-organized and impactful. Their involvement is crucial in maintaining the program's momentum and ensuring its success.

Ongoing Awareness through Consistent Communication

Regular DAAPP notifications are sent to students and employees, ensuring that crucial program information is consistently communicated. These notifications help keep the College community informed about available resources, upcoming events, and relevant initiatives, maintaining awareness throughout the year. Data from the 2023-2024 Student Engagement Survey showed that approximately 43% of respondents indicated awareness of DASHH and its services across the District.

Strengthened Community Partnerships

The program has successfully built strong partnerships with local community organizations and service providers at each College location. These collaborations enhance the resources available for prevention, intervention, and support, fostering a more integrated approach to addressing substance abuse.

Expanded Access through Virtual Events

Implementing virtual events such as Fentanyl: A National Health Crisis and Reducing Opioid Overdoses and Related Harm has significantly expanded access to the program. By offering online options, the program accommodates a broader range of participants, increasing accessibility for both students and employees.

Program Weaknesses and Areas for Improvement

Low Interest in Traditional Workshops

Data from the 2023-2024 Student Engagement Survey shows that one-quarter to one-third of students find the workshop topics irrelevant, indicating low engagement with the current format.

Limited Programs for Early College High School Students

More targeted drug and alcohol prevention programs are needed for Early High School (ECHS) students, who make up a large portion of crime statistics, particularly related to THC vape use and sexual violence.

Outdated Content and Delivery

The program may not address emerging substance use trends, such as THC-infused vapes. More relevant content is needed to meet students' evolving needs.

Programming Recommendations

Revise Workshop Formats

Explore interactive formats, such as peer-led discussions or online modules, to increase student participation.

Develop Targeted Programs for ECHS Students

Create specialized drug and alcohol prevention programs for Early College High School students, that focus on issues like THC vapes.

Evaluate and Update the Program Curriculum

Regularly assess the DASHH curriculum for relevancy and relatability, particularly across different delivery methods (in-person, virtual, etc.).

Diversify Branding and Marketing

Revamp branding, event formats, and promotional materials to make the program more compelling and boost awareness through targeted marketing.

Expand Outreach and Awareness Campaigns

Increase program visibility through consistent and creative communication strategies, reaching students who may not engage with traditional workshops.

Summary

Tarrant County College District organized a cross-district DAAPP Committee to conduct a biennial review of its Drug-Free Schools and Communities Act compliance. This review evaluated the effectiveness of college alcohol and drug prevention programs during the 2022-2023 and 2023-2024 academic years. The assessment found that TCCD continues to meet the Drug-Free Schools and Communities Act requirements and remains committed to providing a safe and healthy environment for students and employees.

TCCD has implemented a comprehensive range of prevention activities - educational workshops, awareness campaigns, and community partnerships, aimed at reducing alcohol and drug abuse. The review highlighted the College's ongoing efforts to keep the campus community informed

and engaged through regular notifications and events, ensuring that students and staff know of available resources and support systems.

TCCD is committed to continuous improvement in substance abuse prevention, with a focus on maintaining compliance, strengthening program effectiveness, and fostering a culture of well-being. Programs are designed to address the unique needs of a diverse faculty, staff, and student body and to ensure long-term success.

Future Action Plan

To ensure continued compliance the DAAPP committee will take the following actions to strengthen practices, enhance engagement, and remain adaptable to emerging challenges:

1. Strengthen Committee Engagement and Participation

- a. Commitment to full Committee Engagement: We will ensure that the full DAAPP Committee, regardless of staff attrition, remains involved in the 2024-2025 and 2025-2026 review process and beyond. This commitment reinforces the importance of inclusive decision-making and ensures reliable, expert-led assessments and recommendations.
- b. Long-Term Collaboration: We will maintain robust and ongoing collaboration across key offices — Student Affairs, Human Resources, and the DAAPP Committee — to ensure continuity and alignment of the program's goals and activities regardless of staffing changes.

2. Revise Workshop Formats and Delivery

- a. Explore Interactive and Engaging Formats: To address low engagement in traditional workshops, we will develop more interactive and appealing formats such as peer-led discussions, hands-on activities, and virtual modules that cater to student preferences and learning styles.
- b. Evaluate the Impact of Online Modules: We will implement flexible online options for students who prefer digital learning, enabling the program to reach a wider audience and boost engagement.

3. Target ECHS Students

- a. Create Specialized Programs for Early College High School Students: We will develop drug and alcohol prevention programs that focus on emerging concerns such as THC vapes and the specific substance-related issues these students face.
- b. Collaborate with ECHS Leadership: We will work closely with ECHS administrators and counselors to ensure that the new programs are tailored to the unique needs of this demographic, and to encourage higher participation.

4. Revise and Update the Curriculum

- a. Assess Curriculum Relevance: We will regularly evaluate the DAAPP curriculum to ensure it addresses current substance use trends, particularly issues like THC-infused vapes and emerging concerns.
- b. Incorporate Up-to-Date Information: We will update materials to reflect the latest research, trends, and effective prevention strategies in drug and alcohol education.
- c. Expand Delivery Methods: We will consider a combination of in-person, virtual, and hybrid delivery methods to meet diverse student needs and preferences.

5. Strengthen Program Marketing and Outreach

- a. Revamp Branding and Marketing: We will investigate redesigning the DAAPP program and event promotions to reach a broader student demographic. Use eye-catching visuals and clearer messaging to improve awareness and engagement.
- b. Targeted Awareness Campaigns: We will create and deploy more targeted communication campaigns that reach students who may not be engaging with traditional workshop formats.

6. Expand Program Evaluation and Feedback Mechanisms

- a. Utilize Student Feedback for Continuous Improvement: We will build on the 2023-2024 Student Engagement Survey findings and other feedback mechanisms to adjust the program to meet student needs and preferences continuously.
- b. Track Learning Outcomes and Impact: We will continue to regularly assess the effectiveness of DAAPP programs by measuring student learning outcomes, engagement rates, and overall satisfaction.

7. Discuss Quarterly Meetings for Ongoing Program Oversight

- a. Propose Quarterly Meetings: The District Office of Student Affairs will discuss with DAAPP Committee members the possibility of transitioning from bi-annual to quarterly meetings. The latter approach would allow for more timely discussions on emerging trends and enable the committee to address issues and adjust the program as necessary.
- b. Quarterly Reports as an Alternative: If quarterly meetings are challenging due to time constraints, we will propose providing quarterly reports from key areas to keep the committee informed and engaged in real-time assessments.

8. Foster Community Partnerships and External Collaboration

- a. Strengthen Community Partnerships: We will continue to build and expand partnerships with local organizations, service providers, and community groups that support drug and alcohol prevention.
- b. Increase Community Engagement: We will explore additional ways to engage local community stakeholders in DAAPP events to create more opportunities for the college community to learn from local experts and support providers.

9. Expand Access through Virtual and Hybrid Events

- a. Maintain and Expand Virtual Events: We will build on the success of virtual events like *Fentanyl: A National Health Crisis* and *Reducing Opioid Overdoses* by continuing to offer virtual events that increase access for both students and employees, particularly those who may be unable to attend in-person sessions.
- b. Hybrid Event Models: We will continue offering hybrid events whenever possible to increase flexibility and accessibility for diverse student groups.

10. Reinforce Program Evaluation and Data-driven Decision-making

- a. Adapt to Emerging Trends: We will continue to collect and analyze data from program activities, student surveys, and other feedback mechanisms. By staying informed of local, state, and national substance use trends, we will integrate relevant research findings to adapt programming content and delivery methods.

Appendices

TCCD 2024-2025 Annual Notification: Drug and Alcohol Abuse Prevention Program – Students



NOTICE OF TCCDD DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM AS REQUIRED BY THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT

As required by the Drug Free Schools and Communities Act of 1989 (otherwise known as the DFSCA), Tarrant County College is notifying all students and employees of the availability of our Drug and Alcohol Abuse Prevention Program (DAAPP) Report.

The purpose of this notice is to: (1) Share information about resources, services, and educational programs available at the College; (2) Remind you of the health risks associated with drug and alcohol use or abuse; (3) Provide information about local, state, and federal laws regarding the unlawful use, possession, or distribution of alcohol and drugs; and (4) Advise you about related college policies and sanctions related to the failure to follow them.

TCCDD's DAAPP Report contains important information about the:

- Applicable alcohol and other drug-related standards of conduct to which students and employees will be held accountable
- Legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- Health risks associated with the use of illicit drugs and the abuse of alcohol.
- Availability of drug or alcohol counseling, treatment, rehabilitation or re-entry programs
- Applicable disciplinary sanctions related to violations of the standards of conduct contained in the DAAPP

As a student and/or employee of Tarrant County College you are responsible for reviewing the information contained within the full DAAPP Report and expected to read it each year in its entirety. A summary of the major components of the College's DAAPP Report is below. The entire report can be found on the TCCDD Website at:

<https://www.TCCDd.edu/documents/services/student-life/rights-and-responsibilities/drug-alcohol-abuse-prevention-program-manual.pdf>

Students may obtain a paper copy by contacting the District Office of Student Affairs at 817-515-5255 or by email at District.StudentAffairs@TCCDD.edu. Employees may obtain a paper copy by contacting the Office of Human Resources at 817.515.5100 or emailing askHR@TCCDD.edu.

Tarrant County College has adopted and implemented a DAAPP to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by all students and employees on Tarrant County College premises or as part of any of its activities.

Federal, State and Local Laws

Students and employees who violate the standards of conduct outlined in the DAAPP are subject to both institutional sanctions as well as legal sanctions provided under local, state, and federal law. A summary of legal sanctions is below. Detailed information about local, state, and Federal sanctions may be found in the College's complete DAAPP.

Federal - The Controlled Substances Act makes it unlawful to manufacture, distribute or dispense a controlled and/or counterfeit substance and to possess with intent to distribute. Penalties include imprisonment, monetary fines, property forfeiture, and loss of federal benefits.

State - Students and employees may face a variety of legal sanctions under Texas law for the unlawful possession or distribution of alcohol or illicit drugs. These laws govern actions such as the manufacture, sale, and distribution of illegal drugs. Along with driving under the influence, public intoxication, underage possession of illegal substances, and other associated activities. The penalties include imprisonment, monetary fines, loss of driver's licenses, required training, and other consequences.

Local - The Tarrant County College District is in Tarrant County, Texas with campuses in the cities of Fort Worth, Hurst, North Richland Hills, Crowley, and Arlington. Local ordinances align with the State of Texas sanctions as indicated in the Texas Penal Code and Texas Alcohol Beverage Code.

Tarrant County College Policies and Requirements

Students and employees who violate the standards of conduct contained in the College's DAAPP will be subject to disciplinary sanctions as summarized below.

Employees - Tarrant County College is a drug-free workplace. In accordance with local, state, and federal laws, employees are not allowed to report to work or perform work while under the influence of drugs or alcohol, nor are they to possess, distribute, or manufacture, or sell controlled substances on college or college-controlled properties or at college-sponsored events. Sanctions include, but are not limited to, termination, required training, and/or evidence of participation in counseling or treatment programs. See Board policies DH, DHB, and DI.

Students - Per the TCCDD Student Code of Conduct, the unlawful possession, sale, and/or use of alcohol or illegal drugs on college property or at college-sponsored activities is prohibited by college policy and law. If reported, students will be referred to as the Director of Student Conduct and Prevention Education for an educational investigation. Sanctions include, but are not limited to, referral to law enforcement, suspension, conduct probation, college activity restrictions, community restitution, required training, and/or required medical or psychological assessment.

Health Risks

The most common areas of drug and alcohol misuse relate to alcohol, marijuana, and prescription drugs. **Alcohol** used by college students, while commonly poses serious health risks when students engage in behaviors such as binge drinking and driving under the influence. **Marijuana** is a hallucinogen that can alter your perception of what is real. It can affect judgment and impair motor skills, and it can contain other, more dangerous drugs. **Prescription medications** such as depressants, stimulants, and opioids can be misused and be illegally acquired. These medications affect your mental state and can be deadly if used inappropriately. Students and employees who are unable to control their consumption of these substances can do significant damage to their physical health. Overuse can impair your ability to work or engage in educational activities. The chronic use of drugs and/or alcohol can be a sign of a substance abuse disorder or addiction. It is important to seek professional help when your quality of life or health is harmed.

Summary of Programs and Services Available

Tarrant County College makes available to students and employees, programs, and services to provide education about drug and alcohol health risks. This includes access to college-sponsored counseling, referrals, and community resources. Throughout the year the college sponsors free events such as guest speakers, workshops, seminars, Red Ribbon recognition days, health screenings, and other activities. An Employee Assistance Program (EAP) is available for confidential counseling for all full-time employees and their families through Alliance Work Partners.

Again, please visit the TCCDD website for the full DAAPP which includes more detailed information about each of these components as well as a list of college and community resources/contacts.

District Office of Student Affairs

Tarrant County College District

817-515-8223

student.affairs@tccd.edu | www.tccd.edu

TCCD 2024-2025 Annual Notification Employee: Drug and Alcohol Abuse Prevention Program



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Here's the attachment as a link for your review:

[DAAPP DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM 2024-2025.pdf](#)

Add your comments and collaborate with others in real time. You don't need to download Acrobat or sign up to access the file.

Again, please visit the [TCCD website](#) for the full DAAPP which includes more detailed information about each of these components as well as a list of college and community resources/contacts.

If you have additional questions please email me, Jessica Ragsdale, at maryjessica.ragsdale@tccd.edu.

**TCCD District Office of Student Affairs Student Procedure:
DAAPP Email Communication**

I. Creation of the annual Student email communication

- a. **Email Development:** The Director of Student Communications (DSC) will develop an updated DAAPP email communication each year. The DSC will reach out annually to the DAAPP committee members, providing the most recent communication and requesting updates be provided within an appropriate timeframe.
- b. **Recommendations Management:** The DSC will collect, and incorporate recommendations provided. Should update requests conflict the DSC will initiate a discussion between relevant parties to determine the preferred recommendation.
- c. **Final Draft:** The DSC will generate a final email draft based on the recommendations provided and re-circulating to the DAAPP committee members for final approval.

II. Identification of the current Students to receive email communication

- a. **Reporting:** The DSC will utilize Orbit Reporting to identify currently enrolled students who will receive the annual communication.
- b. **Timing:** The Students Enrolled by Term report will be pulled from Orbit following the Fall semester census date.
- c. **Identification:** The Fall enrolled student's data report will include both part-time and full-time students, in all campuses, programs and student types.

III. Distribution of the email communication to current Students.

- a. **Platform:** The DSC will utilize the Colleague Communications system for distribution of the finalized email to current students.
- b. **Timing:** The DAAPP email communication will go out within 5 business days of the census date.
- c. **Record Keeping:** The Colleague Communication system will be activated to record the message delivery to individual students.

IV. Process to distribute email communication to new Students as they are activated.

- a. **Identification:** Colleague Communication triggers will be established to identify new students enrolled after traditional census date.
- b. **Platform:** The DSC will utilize the Colleague Communications system for distribution of the finalized email to newly enrolled students through triggered email communication.
- c. **Timing:** The DAAPP email communication will go out 5 business days following the new student enrollment activity.
- d. **Record Keeping:** The Colleague Communication system will be activated to record the message delivery to individual students.

V. Student Communication Audit Process

- a. **Personnel:** Communication specialists in the Enrollment, Admissions and Student Services team as well as the Student Recruitment and Outreach team will conduct audit activities to validate emails reached and recorded appropriately in the Colleague Communication system.
- b. **Audit Scope:** The communication team members will independently audit 15 students enrolled by census date and 15 students enrolled following census date. A total of 60 student records will be audited each semester.
- c. **Timing:** Audit activities will be completed by the end of Fall, Spring and Summer semesters.
- d. **Reporting:** Audit outcomes will be reported to the DAAPP Committee and the DSC.

TCCD Human Resources Employee Procedures: DAAPP Email Communication

STANDARD OPERATING PROCEDURE DEVELOPMENT FORM

Standard Operating Procedure Name: Drug and Alcohol Abuse Prevention Program a biennial review

Current Owner: Jessica Ragsdale **Trainee:** TBD **Date:** 10/8/2024

1. PURPOSE:

Human Resources is responsible for ensuring distribution of the DAAPP policy to all employees. Employees will be sent this policy via email in January of each year. Employees hired after the initial distribution of the DAAPP will be provided with this policy as part of the employee's new hire paperwork.

Further, the CHRO also distributes this policy on a case-by-case basis as deemed necessary by the employee code of conduct. The District Office of Student Development Services is responsible for ensuring distribution of this policy to all enrolled students.

2. SCOPE:

Tarrant County College conducts a biennial review of the DAAPP on even-numbered years to meet these objectives and provide these statistics. During the fall semester of even-numbered calendar years, the College will form a committee consisting of representatives from Academic Affairs, Student Development Services, and Human Resources to conduct a biennial review of the DAAPP. This committee will create a report, create, and disseminate annual notice and tack the associated District data.

3. PREREQUISITES:

The DAAPP biennial review will draw upon available data sources which may include, but are not limited to, the following:

1. number of drug- and alcohol-related disciplinary sanctions imposed;
2. number of drug- and alcohol-related referrals for counseling or treatment;
3. number of drug- and alcohol-related incidents recorded in the logs of campus public safety or other law enforcement officials;
4. number of drug- and alcohol-related incidents of vandalism;
5. number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse; and/or
6. student, faculty, and employee attitudes and perceptions about the drug and alcohol problem on campus.

Each review will determine the program's effectiveness and will ensure that sanctions imposed for violations of the standards of conduct identified in the DAAPP are consistently enforced. The review must also identify any changes to be implemented during the next biennium should any changes be necessary following the review.

4. RESPONSIBILITIES:

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

- Determining the effectiveness of the program and implementing changes if they are needed;

STANDARD OPERATING PROCEDURE DEVELOPMENT FORM

Standard Operating Procedure Name: Drug and Alcohol Abuse Prevention Program a biennial review

Current Owner: Jessica Ragsdale **Trainee:** TBD **Date:** 10/8/2024

1. PURPOSE:

Human Resources is responsible for ensuring distribution of the DAAPP policy to all employees. Employees will be sent this policy via email in January of each year. Employees hired after the initial distribution of the DAAPP will be provided with this policy as part of the employee's new hire paperwork.

Further, the CHRO also distributes this policy on a case-by-case basis as deemed necessary by the employee code of conduct. The District Office of Student Development Services is responsible for ensuring distribution of this policy to all enrolled students.

2. SCOPE:

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4. RESPONSIBILITIES:

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

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Standard Operating Procedure Extended Procedure with Images and details

Drug and Alcohol Abuse Prevention Program a biennial review

1. DAAPP Committee

During the fall semester of even-numbered calendar years, the College will form a committee consisting of representatives from Academic Affairs, Student Development Services, and Human Resources to conduct a biennial review

2. Annual Employee Sanctions

Collect and maintain data that captures employees that have been sanctioned for possession, distribution, and/or being under the influence of alcohol and illegal drugs?

3. DAAPP Committee will convene

TCC committee will review previous notice and update data and contacts accordingly.

4. Annual DAAPP Notice

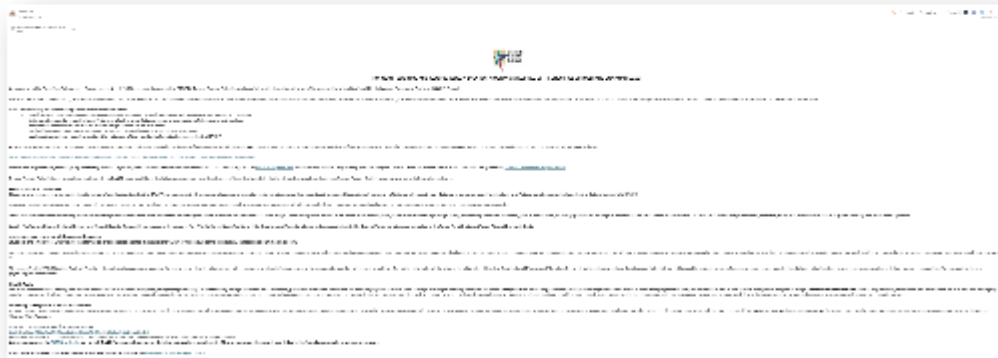
The Office of Human Resources and the Office of Student Development Services will decide on when to send out annual notice.

5. TCC Employee Roster

Once decided HR will coordinate a roster of all active TCC employees, including full-time, part-time, faculty and student. Once coordinated HR will send email with DAAPP report attached.

6. Send DAAPP announcement

Once coordinated HR will send email with DAAPP report attached.



7. Log Data

Once the annual report is sent, log the employee count into the Smartsheet/Spreadsheet labeled DAAPP.

8. Send DAAPP Announcement to New Hires

Bi-monthly, HR hosts New Employee Orientation for all newly hired employees. During these sessions, the Employee Engagement team shares the roster of attendees. Within a week of hire HR

sends email with DAAPP notice and report.



9. Records

Maintain records of all correspondence for future reference.

DAAPP Committee Timeline

Date	Activity	Comment
9/19/2024	Fall 2024 DAAPP Committee Meeting	Task completed
10/02/2024	Request 2023-2024 DASHH Evidence <ul style="list-style-type: none"> Police Department: Captain David Herndon DASHH: Vekeisha Baker-Morris Health Services: Dr. Osaro Airen and Tina Sage 	Task completed
10/04/2024	Email Communication <ul style="list-style-type: none"> Deadline to submit edits for annual DAAPP student communication DAAPP Biennial Report <ul style="list-style-type: none"> Round one edits: DAAPP Committee members serving as content experts were tagged appropriately to address edits 	Task completed
10/09/2024	DAAPP Biennial Report <ul style="list-style-type: none"> Round two edits: Deadline to submit edits 	Task completed
10/11/2024	Request 2023-2024 Data <ul style="list-style-type: none"> TCCD Police Department Annual Security Reports TCCD Health Services Prevention Education 	Task completed
10/11/2024	Annual DAAPP student email communication sent by Student Communications Department	Task completed
10/15/2024	Annual DAAPP employee email communication sent by the Office of Human Resources	Task completed
10/17/2024	Request for Input and Program Assessment from Content Area Representatives <ul style="list-style-type: none"> Police Department: Captain David Herndon DASHH: Vekeisha Baker-Morris Health Services: Dr. Osaro Airen and Tina Sage 	Task completed
11/01/2024	Deadline to submit Program Outcome Evaluations and Summaries to the District Office of Student Affairs (including program highlights, successes, challenges, strengths, weaknesses, and recommendations)	Task completed
11/05/2024	Email fall 2024 semester update to DAAPP Committee members	Task completed
11/12/2024	DAAPP Committee to review Biennial Report draft and provide feedback	Task completed

11/15/2024	Submit 2023-2024 DAAPP Biennial Report draft to Office of the Vice Chancellor and Provost for review and approval	Task completed
12/10/2024	Deadline to complete 2023-2024 DAAPP Biennial Report	Task completed
12/11/2024	Submit final 2023-2024 DAAPP Biennial Report to an external agency to meet accessibility standards	Task completed
01/10/2025	Submit final 2023-2024 DAAPP Biennial Report to Office of the Chancellor for final approval and signature	Task completed
2/19/2025	Forward the signed 2023-2024 DAAPP Biennial Report to the TCC Digital Strategy Office	Task completed
2/21/2025	The signed 2023-2024 DAAPP Biennial Report will be posted on the TCCD website for public viewing	Task completed