



Southern Crescent Technical College
Drug and Alcohol Prevention Program
Biennial Plan/Review
2019/2021

Table of Contents

Drug and Alcohol Abuse Education Program - Biennial Plan 4

Southern Crescent Technical College’s Biennial Plan 5

 Biennial Plan Committee Members 5

 Southern Crescent Technical College’s Drug and Alcohol Policy 5

 Technical College System of Georgia’s Drug-Free Workplace Policy 4.8.1 7

Financial Aid Penalties for Drug Law Violations 7

 Suspension of Eligibility for Drug-Related Offenses 8

 How to Regain Eligibility 8

 Employees 9

Additional Workplace Policy 10

 Human Resources Incident Reports of Staff 11

Campus/Student Life Summary 11

 Effects of Alcohol 12

 Illegal or Street Drugs and Medications 12

 Recognizing Drivers Who Have Been Drinking Alcohol or Using Other Drugs 13

Southern Crescent Technical College Enforcement 13

 SCTC Police Department Authority and Jurisdiction 14

 Southern Crescent Technical College’s Campus Security Authority (CSA) 15

 List of CSAs for Southern Crescent Technical College 16

SCTC Health and Wellness Program 16

 Campus/Student Life 16

 Alcohol and Substance Abuse Seminars 16

 Drug-Free Schools and Communities Act 17

 Federal Regulations 17

 Standards of Conduct 18

 Official Code of Georgia Annotated 18

 Drugs and Alcohol Abuse Prevention Plan (DAAPP) 18

 Drugs, Alcohol and Other Substances 19

Intervention/Prevention 22

 ESPYR –Employee Assistance Program 23

 ESPYR – Tiger Assistance Program 23

Alcohol EDU and Sexual Assault Prevention..... 23

Other Resources..... 24

Local Resources..... 25

SCTC Employee Handbook: Use of Alcohol 25

SCTC Biennial Review..... 25

Drug-Free Schools and Communities Act POLICY: 6.7.1. (V.E.) 25

SCTC Drug and Alcohol Policy 26

Intervention and Prevention Activities and Training for Students, Faculty and Staff 26

 New Student Orientation & On-line Student Orientation Guide (Appendix A) - The New Student Orientation and On-line Orientation Guide were created for new students. 26

Student Reports, Workshops/Training Drug and Alcohol Related Awareness Programs and Disciplinary Issues..... 26

 Judicial Hearings..... 27

 Employee Training /Staff Development/503 Reference State Policy III.A.1.) 28

 Faculty Orientation 30

 Southern Crescent Technical College Grievance Procedure Policy 30

 Document Retention..... 31

Student Complaints..... 31

Employee Complaints 31

Important Resource Links 33

 Annual Crime Report..... 33

 Behavior and Intervention Team 33

 Tiger Assistance Program..... 33

 Clery Act & Crime Statistics..... 33

 College Catalog 33

 Employee Handbook..... 33

 Student Handbook 33

 EverFi: Programs: Haven & Alcohol Edu 33

 New Student Orientation Guide 33

 Student Handbook & Wellness Guide 33

Drug and Alcohol Abuse Education Program - Biennial Plan

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, such as Southern Crescent Technical College (SCTC), to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by SCTC students and employees. This act addresses activities on and off campuses and centers, both on its premises and as a part of any of its activities. Institutions 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;
- a description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- a description of any drug or alcohol counseling, treatment, or rehabilitation or reentry;
- 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.

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

- determine the effectiveness of the policy and implement changes to the alcohol and drug program (if needed);
- ensure sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- the number of drug and/or alcohol-related violations that occurred on campus or as part of activities reported to campus officials;
- the number of drug and/or alcohol-related fatalities that occurred on campus or as part of activities reported to campus officials;
- the number and type of sanction the institution imposed on students or employees as a result of such violations or fatalities.

Southern Crescent Technical College's Biennial Plan

Southern Crescent Technical College acknowledges its legal obligation to conduct a biennial review to ensure compliance with the Drug-Free Schools and Communities Act, and the Director of Student Support Services is responsible for conducting the review and reporting the findings. This biennial review summarizes the programs and activities related to alcohol and drug prevention at all SCTC locations. Data used to compile the review was obtained from the Student Affairs Office and Human Resources Office.

Biennial Plan Committee Members

Dr. Xenia L. Johns, Vice President for Student Affairs
Cherryl C. Burks, Director of Student Support Services
Sharon Hill, Director of Human Resources
Antonio Fletcher, Chief Campus Police
Gail Daniel, Veterans Affairs
Calvin Sinkfield, Athletic Coordinator
Dr. Michelle Chapman, Director of Financial Aid

Committee Members examined the following information:

- alcohol and drug policies at similar institutions;
- alcohol and drug information provided to students;
- published policies in the *SCTC Student Handbook* related to drug and alcohol use on campus and the sanctions imposed for failure to comply;
- published policies in the *SCTC Employee Handbook* related to drug and alcohol use by employees and the sanctions imposed for failure to comply;
- *Technical College System of Georgia's Drug-Free Workforce Policy 4.8.1*
- various resources available to students and employees regarding drug and alcohol abuse;
- incident reports related to possible infractions of the drug and alcohol policy presented to students;
- local, state, and federal mandates.

Southern Crescent Technical College's Drug and Alcohol Policy

Southern Crescent Technical College prohibits the possession or use of illegal drugs and alcohol on or around its property at any time, except for those areas licensed under the laws of the

State of Georgia. Areas where the use is prohibited include student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered SCTC property.

Any violation of this policy will result in prosecution under Georgia law when applicable; as well as, disciplinary action by Southern Crescent Technical College deemed appropriate within the student conduct requirements described in the *SCTC Student Handbook*, *SCTC Employee Handbook*, and *Technical College System of Georgia Drug-Free Workplace Policy 4.8.1*.

This policy addresses alcohol, drugs and other intoxicants. The policy clearly states the rules regarding possession, consumption, distribution of intoxicants within SCTC's owned or operated buildings, property, and grounds including administrative and instructional; the policy applies to all employees, students and visitors. In all instances, this policy will be construed to comply with federal and state law.

No faculty, student, or staff member may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on SCTC's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action. Specifically, in the case of a drug related offense, the student shall minimally be suspended for the remainder of the term and forfeit all academic credit for that period.

Southern Crescent Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, SCTC shall with respect to any student so convicted:

- take additional appropriate action against such student up to and including expulsion, as it deems necessary.
- provide such student with a description of drug or alcohol counseling treatment, rehabilitation, or re-entry programs that are available for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.

Southern Crescent Technical College is responsible for providing information to students of financial penalties for drug law violations.

Technical College System of Georgia’s Drug-Free Workplace Policy 4.8.1

The Technical College System of Georgia’s (TCSG) Drug-Free Workplace Policy 4.81 states: “violation of this policy will result in the delivery of disciplinary action up to and including dismissal from employment.”

The Technical College System of Georgia’s (TCSG) Drug-Free Workplace Policy 4.81 states: “Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession, or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction.”

Financial Aid Penalties for Drug Law Violations

The Higher Education Act of 1965 (HEA) (P.L. 89–329) [as amended through Public Law 113–67, enacted December 26, 2013] states the school must provide to each student upon enrollment, a separate, clear, and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. The school must also provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of the penalties under 484(r)(1) of the HEA. It must be a separate, clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)).

Students who are currently enrolled and re completing the Free Application for Federal Student Aid (FAFSA) will be asked: *“Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?”* Students who answer *“Yes”* will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid. Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid, should still complete and submit the FAFSA to determine if there is aid for which they are still eligible. Students who leave the question blank cannot receive federal aid until they respond by making a correction to their FAFSA.

Suspension of Eligibility for Drug-Related Offenses

A federal or state drug conviction can disqualify a student for federal student aid. A student who has been convicted of possession or sale of illegal drugs loses eligibility to receive federal student aid for a period specified by law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

The possession of a controlled substance ineligibility period is:

First offense	1 year
Second offense	2 years
Third offense	Indefinite

The sale of a controlled substance ineligibility period is:

First offense	2 years
Second offense	Indefinite

Convictions only count if they were for an offense that occurred during the period of enrollment for which the student was receiving Title IV aid (federal aid); they do not count if the offense was not during such a period. In addition, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

How to Regain Eligibility

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again. A student whose federal aid eligibility has been suspended indefinitely may regain eligibility only by successfully completing a drug rehabilitation program. A student who is under a one-or two- year penalty may regain eligibility before the expiration of the period of ineligibility by successfully completing a drug rehabilitation program. If the student successfully completes an approved drug rehabilitation program, eligibility is regained on the date the student successfully completes the program. It is the student's responsibility to certify to the school that he/she has successfully completed the rehabilitation program.

To qualify eligibility, the drug rehabilitation program must include at least two unannounced drug tests, and:

- have received or be qualified to receive funds directly or indirectly under the Federal, State, or local government program; or
- be administered or recognized by Federal, State, or local government agency or court; or
- have received or be qualified to receive payment directly or indirectly from a federally or state licensed insurance company; or
- be administered or recognized by Federally or state licensed hospital, health clinic, or medical doctor.

Southern Crescent Technical College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:

- the dangers of drug and alcohol abuse on the campus and elsewhere;
- available drug and alcohol counseling, rehabilitation, and assistance programs;
- penalties to be imposed on students for drug and alcohol abuse violations occurring on the campus.

Employees

4.17 Alcohol and Substance Abuse

The Federal Drug-Free Workplace Act of 1988 was enacted to ensure that work done under federal contracts or grants is performed in drug-free work environments.

- Such activity, even during non-working hours, clearly affects an employee's ability to perform public duties.
- No employee may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at the workplace. Such unlawful activity shall be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment.
- All employees are required to report any post-employment arrest, as well as the subsequent disposition of the pending charge(s) (e.g., conviction, plea of nolo contendere, dismissal, etc.), to his/her immediate supervisor or reviewing manager no later than two (2) business days following the arrest and, later, the final disposition.

NOTE: Applicable provisions of the federal Drug-Free Workplace Act of 1988 pertaining to work done under federal contracts or grants stipulate that the TCSG must notify the

appropriate federal funding agency of a criminal drug statute conviction (by a covered employee) occurring in the workplace within ten (10) days after receiving notice of the conviction. (Reference: TCSG policy 4.8.1)

- Southern Crescent Technical College shall notify the appropriate federal funding agency within ten (10) days after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of conviction. *SCTC Employee Handbook* Effective July 1-12 Page 34 Version 1.
- Southern Crescent Technical College, at its discretion, may change, delete, suspend or discontinue any parts of and/or an entire policy, at any time without prior notice. Employees will be notified in the event of a policy change. Policy changes apply to all employees. Within thirty (30) days of notification of conviction, Southern Crescent Technical College shall with respect to any employee so convicted:
 - Take appropriate personnel action against such employee up to and including termination.
 - Require such employee to participate in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. See Georgia’s Drug-Free Public Work Force Act of 1990.
- The President, in conjunction with Human Resource and the employee’s immediate supervisor, shall maintain a drug-free awareness program that shall inform employees of the following:
 - The dangers of drug abuse in the workplace and elsewhere.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - Any penalties to be imposed upon employees for drug abuse violations occurring in the workplace (Reference TCSG Policy 4.8.1)

Additional Workplace Policy

Southern Crescent Technical College shall be drug-free pursuant to the provisions of the Federal Drug-Free Workplace Act of 1988, the Drug-Free Public Workforce Act of 1990, and applicable State law. It is expressly prohibited for any SCTC employee to engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, unauthorized drugs, inhalants, or other controlled substances (as defined in(O.C.G.A.§16-13-21) while performing state business, e.g., while performing assigned duties and responsibilities on State premises or worksites, while traveling in a State leased or rental vehicle, or a personal vehicle upon which

the State is providing or could provide a mileage reimbursement, while traveling commercially, etc. NOTE: Using another person's prescription drug(s)/medication(s) is prohibited as this activity is illegal under Georgia laws. Violation of this policy and/or applicable provisions of the policy will result in positive disciplinary actions up to and including dismissal from employment. (Reference TCSG Policy 4.8.1)

Human Resources Incident Reports of Staff

Year	Incidents in Work Place	Outcomes
2019	<u>0</u>	
2020	<u>0</u>	

Campus/Student Life Summary

All Southern Crescent Technical College students are responsible for complying with Georgia State laws and policies of SCTC. These guidelines establish that:

- No student may use or be in possession of drugs or alcoholic beverages.
- Personal possession and consumption of drugs and alcoholic beverages are not permitted at social events attended by students and on the campus grounds.
- Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior.
- SCTC may occasionally hold events where alcohol is available for consumption by faculty, staff, and friends of the school.

Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the *SCTC Student Handbook* and *SCTC Employee Handbook* and can include:

- Warning and/or probationary period (Disciplinary)
- Contact with parent/guardian
- Referral to an alcohol education program
 - TAP Program/ESPYR Counseling Services
- Suspension from SCTC
- Termination from SCTC
- Possible arrest, imprisonment, or fines according to state alcohol laws.

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited unless the student has a valid prescription for the use of the controlled substance.

Effects of Alcohol

Driving requires concentration, motor skills, common sense, and a concern for the safety of everyone on the road. Alcohol affects people differently. Mixing drugs or medications with alcohol and then driving can be especially dangerous, and even deadly. The effects of alcohol are the same whether you drink beer, wine, or whiskey. A 12-ounce can of beer, a 5-ounce glass of wine, and a 1.5-ounce shot of whiskey all contain the same amount of alcohol. Drink a standard serving of any of these, and the effects will be the same. Your judgment and self-control will be affected. Even one drink can impair your ability to drive, slow your reaction time, dull your concentration, and cause vision problems. Many people mistakenly believe that coffee, a cold shower, exercise, or fresh air can sober them up. Time is the only thing that sobers you up.

Illegal or Street Drugs and Medications

Because everyone's metabolism is different, it is difficult to predict the effect of drugs and medications. These substances can be as dangerous as alcohol when mixed with driving. Illegal or "street" drugs are sold without a prescription and are particularly dangerous. Users do not always know the contents, purity, or possible effects of these drugs.

Prescription and non-prescription medications may also contain ingredients that can have an adverse effect on your ability to drive safely. Some drugs such as antihistamines, which are found in many cold and allergy preparations, tranquilizers, sleeping pills, and pain relievers, may cause drowsiness. Diet pills, "stay awake" drugs, and other medications with stimulants, such as caffeine, ephedrine, or pseudoephedrine, may cause excitability or drowsiness.

The effects may also vary depending on the combination of drugs. Know the contents and possible side effects of any drugs you take, and be sure it is safe to drive when you use them. For more information, consult your physician or pharmacist.

Recognizing Drivers Who Have Been Drinking Alcohol or Using Other Drugs

It is possible to recognize drivers who may have been drinking alcohol or using other drugs. They may:

- weave within their lane.
- wander from one lane to another.
- run off the paved part of the road.
- stop too quickly or slowly.
- drive too fast or too slowly.
- fail to obey stop signs or other signals.
- drive on the wrong side of the road.

If you observe a dangerous situation, do not become personally involved. Get an accurate description of the vehicle and its license plate number. Call 911, the local Georgia State Police post, or a telephone operator for police help.

You are most likely to encounter drivers who have been drinking or using drugs:

- at night or early in the morning, particularly from 8 p.m. to 4 a.m.
- on the weekends, especially late Friday and Saturday nights.
- on holidays.
- near bars and other businesses that sell alcohol.

If you see a suspected drunk or drugged driver, put as much distance as possible between yourself and him or her. Think twice about passing a suspected drunk or drugged driver. Let the driver pass you, especially when his or her vehicle is approaching rapidly. Avoid the driver's uncertain actions. Stay alert. You might meet the same driver further down the road.

Southern Crescent Technical College Enforcement

Southern Crescent Technical College does have a sanctioned Police Department described below; however, the primary sources on campus that enforce the alcohol and drug policies are the Student Affairs and Human Resources Departments. The Human Resources Department handles employee interventions and/or sanctions. It is the primary responsibility of the Vice President of Student Affairs or Designee to assess instances of infractions by students and to determine sanctions. The Employee Assistance Program and the Tiger's Assistance Program provide resources to employees and students of SCTC.

SCTC Police Department Authority and Jurisdiction

- The Southern Crescent Technical College Police Department (SCTC PD) was recognized by the State of Georgia on February 19, 2009, as a full authority law enforcement agency. Under Georgia O.C.G.A. 20-3-72, O.C.G.A. § 20-8-1, O.C.G.A. § 35-8-2.10 and O.C.G.A. § 20-8-2, The SCTC PD has full police authority under these provisions and is authorized to make arrests on and within 500 yards of any property owned or controlled by the Technical College System of Georgia within the State of Georgia.
- SCTC PD is responsible for the safety and security of all campuses, facilities, students and employees of the College and its adjoining grounds. To enforce the laws of the State of Georgia within our campuses, we may refer students to the office of Student Affairs for violations of the College's rules and student code of conduct. SCTC PD also provides unarmed Community Service Officers (CSOs) to assist with security in buildings and around campus. The CSOs are serving as the eyes and ears of the SCTC PD and report directly to campus police.
- Southern Crescent Technical College does not have any officially recognized student organizations off campus. Police services are available during the hours the campus is open to the public. The Southern Crescent Technical College Police Department headquarters is located at 501 Varsity Road, Griffin, Georgia 30223.
- Emergency Phones are located on all SCTC campuses and centers, and are designated by blue lights on a white square column. These phones are directly linked to the local law enforcement agency and are activated upon pick up. If you cannot speak, the dispatcher will identify your location and send assistance. (Excluding Fayette Center of Innovation).
- If there is an emergency call 911 and then call the Southern Crescent Technical College Police Department's Dispatch at 770-467-4491 or directly to "Officer on Duty" for each campus:

Campus/Center	Phone Number
Campus Police Dispatch	770-467-4491
Griffin Campus	770-883-6032
Flint River Campus	678-603-5979
Butts County Center	678-603-6918
Fayette Center of Innovation	678-603-9942
Henry County Center	678-603-5609
Jasper County Center	678-603-5948

Southern Crescent Technical College’s Campus Security Authority (CSA)

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. Southern Crescent Technical College’s Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution. However, the information and procedures are beneficial to the Drug and Alcohol Education Program.

Campus Security Authority Cite 34 CFR 668.46(a): CSAs are responsible for immediately reporting crimes and incidents that occur on the SCTC Campus or affiliated property to the SCTC PD. A CSA report form has been created to capture this information and distribute it to the SCTC PD.

Statistical crime information from SCTC PD, CSAs, and outside law enforcement agencies are compiled into a single page document. It included at the end of this document and is also published on the SCTC PD web page. The information is also provided in hard copy format upon request. Statistics are submitted to the US Department of Education, and an annual notification is sent to the campus community by SCTC’s President reminding constituents that safety is a priority.

List of CSAs for Southern Crescent Technical College

1. President, 770-228-7365
2. Lemuel Mercado Dean, Film, Professional Services, Public Safety, Industrial Tech
770-228-7383
3. Dr. Xenia Johns Vice President, Student Affairs 770-229-3046
4. Cheryl C. Burks Director, Student Support Services 770-229-3409
5. Toni Doaty Title IX Griffin/ Assistant Director, Student Support Services 770 228-
7382
6. Mary Jackson, Title IX FRC/ Coordinator, Special Populations 706-646-6224
7. Teresa Brooks, Special Services Coordinator-Interpreter, SGA Advisor, 770-228-7258
8. Calvin Sinkfield, Coordinator, Athletics 770-229-3130
9. Kristin Durham, Student Activities Coordinator 770-229-3049
10. Mark Andrews, Executive Vice President, Economic Development 706-646-6193
11. Johnny Dodson Director, Economic Development 770-467-6072
12. Charles Cash Dept. Chair, NTHS, Computer Information Services; Instructor, 770-467-6058
13. Annita White, Director, Career Placement & Academic Advisement 770-229-3043
14. Gordon Carns Instructor, Computer Information Services 770-229-3242
15. Gail Daniel Veterans/Coordinator, Student Affairs 770-229-3095
16. Monica Green, Registrar 770-229-3328
17. Sharon Hill, Human Resource, 770 - 228-3454

<https://www.sctech.edu/police/>

SCTC Health and Wellness Program

Drug and Alcohol Abuse Education

Campus/Student Life

As a non-residential institution, Southern Crescent Technical College expects that the student will normally secure medical services through a private physician. In case of a serious accident or illness, Southern Crescent Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for the cost of such emergency care at the hospital including ambulance charges, if in the opinion of the school authorities such service is necessary.

Alcohol and Substance Abuse Seminars

The Student Affairs Division: Student Support Services schedules alcohol and substance abuse seminars throughout the academic year. Notices of seminars are posted throughout the campus and on plasma screens.

Drug-Free Schools and Communities Act

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on the College premises or at any College-sponsored event is prohibited. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled.

Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

For cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit that is granted prior to the completion of administrative actions necessary to implement such suspension.

Federal Regulations

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse. Students and employees are expected to dress and act in a businesslike manner while attending classes and while 'on-the-job'.

At the discretion of the school administration, a student or employee may be dismissed from school or employment for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct.

Any student or employee convicted of a drug or alcohol crime may be dismissed from school or employment immediately. Possession, distribution, or use of alcohol or illicit substances on

school premises may bring immediate expulsion or employment termination. Furthermore, the institution may report the incident to local law enforcement.

Standards of Conduct

- Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
- Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
- The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
- The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

Official Code of Georgia Annotated

Title 20-3-2 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at any technical colleges, which through its officers, agents, or responsible members knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug at any affair, function, or activity of that student organization, social or otherwise, which such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn:

- Shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt, and
- Shall be prohibited from the use of all property and facilities of the institution with which it is affiliated or with which it operates, with any and all leasing, possession, or use agreements respecting the student organization's use of institutional property to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section,
- Subject to the administrative review and hearing procedures set forth in this code section.

Drugs and Alcohol Abuse Prevention Plan (DAAPP)

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on campus premises or at any College sponsored event is prohibited. This does not include use or possession of drugs prescribed by a person legally

authorized to do so. Specific penalties for the possession, use or sale of illegal drugs or alcohol are contained in detail under the Drug-Free Schools and Communities Act section. All of the following information can be accessed through the Campus Security page of the SCTC Website.

Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

- Alcohol: Although alcohol is legal, it is a potentially lethal drug and can be addictive.
- Marijuana: Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "a motivational syndrome,"--loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.
- Stimulants: The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are not harmless. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at any time, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.
- Narcotics: This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.
- Sedatives: Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. They are, however, physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.
- Psychedelic Drugs: The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be good and another may be disastrous. There is a great danger of bodily injury to self and others.

Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college owned vehicle is prohibited.

The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

Alcohol, Drugs and Narcotics

The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on College property or at College sponsored events.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall, as of the date of conviction, be suspended from the public educational institution in which such person is enrolled.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances can lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.

Cocaine provides a short-lived "high" followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative, "crack", are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.

Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the "high" may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances, it can depress the immune

system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.

Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

Hallucinogens such as LSD, Mescaline and Peyote, amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis and possible death.

Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death. Prescription drugs, used improperly, can cause tiredness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.

Alcohol, used abusively, will impair judgment, result in anxiety, and feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

Alcohol consumption, particularly heavier drinking, is an important risk factor for many health problems and, thus, is a major contributor to the global burden of disease. In fact, alcohol is a necessary underlying cause for more than 30 conditions and a contributing factor to many more.

The most common disease categories are entirely or partly caused by alcohol consumption including infectious diseases, cancer, diabetes, neuropsychiatric diseases (including alcohol use disorders), cardiovascular disease, liver and pancreas disease, and unintentional and intentional injury. Knowledge of these disease risks has helped in the development of low-risk drinking guidelines.

In addition to the risk of these diseases, alcohol consumption can affect the health of others and cause social harm to the drinker and others, adding to the overall cost associated with alcohol consumption. These findings underscore the need to develop effective prevention efforts to reduce the pain and suffering, and the associated costs, resulting from excessive alcohol use. (www.niaaa.nih.gov)

NOTE: Drinking alcohol is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to

break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice - to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

There are 50 million adults who have chosen not to drink.

Alcohol is potent--it affects the brain powerfully and quickly. Alcohol can kill. It is a major factor in motor vehicle accidents, drownings and violent crimes. Alcohol consumption can destroy, ruins careers, breaks up families, and can lead to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

- Family, social, job or financial difficulties due to drinking.
- Loss of ability to control drinking.
- "Blackouts" or forgetting what happened while drinking.
- Distressing reactions if drinking is stopped.
- A need to drink increasingly more to get the desired effect.
- Changes in behavior or personality when drinking.
- Getting drunk frequently--more than four times a year.
- Injuring oneself or someone else while intoxicated.
- Breaking the law while intoxicated.
- Starting the day with a drink.

If you know anyone who is not a responsible drinker, or who seems to have a drinking problem, do not be afraid to talk to him/her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Wellness Counselors can help by referring individuals with drinking problems to the appropriate agency or support group.

Intervention/Prevention

Southern Crescent has several options available for students and staff members who maybe in need of alcohol and other drug abuse services. Local community health organizations are available to provide counseling for students and staff members. In addition, SCTC has an Employee Assistance Program for all employees and a Tiger Assistance Program for students, as well with a 24/7 helpline that can be utilized as employees and students desire.

ESPYR –Employee Assistance Program

To take advantage of the EAP, contact Espyr by calling 855-584-3588, or you may securely request services from the website. www.espyr.com; The EAP program is free and confidential, with your right to privacy protected within the bounds of the law. The EAP will not disclose to us who uses the program, so we will not be aware you are using the services unless you choose to inform us.

The EAP offers many services to employees including:

- 24/7 access to services
- A large variety of on-line resources and programs
- No-cost counseling and referral services
- Work/Life services including no-cost consultations with attorneys, financial professionals, child and eldercare services specialists and others

EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors and other professionals. EAP counselors are licensed mental health professionals. All have a master's degree or doctorate in their field of expertise.

<https://www.sctech.edu/personal-counseling/>

ESPYR – Tiger Assistance Program

The Tiger's Assistance Program (TAP) offers extensive online resources to help students with the most common issues and concerns. A student can easily get expert advice on a wide range of topics, gather information and resources, take self-screenings or just learn more about the TAP's offerings. Contact information for TAP is 1866-734-5890 or www.espyr.com

There is no charge for students to use the services offered by the TAP. If you are referred to additional services or providers, however, you will be responsible for those costs. In those cases, we will help you find resources that meet your financial capabilities or are covered by your insurance.

To access, go to www.espyr.com and sign in. To request your password, send an email to password@espyr.com.

Alcohol EDU and Sexual Assault Prevention

Southern Crescent Technical College has collaborated with EverFi, whose mission is to help students address critical life skills such as alcohol abuse prevention and sexual assault prevention in high schools and higher education institutions across the country. Each year over 1/2 million students complete these courses. As part of our comprehensive prevention efforts for new students, SCTC expects students to complete AlcoholEdu and Sexual Assault Prevention undergraduates and or Sexual Assault Prevention Graduates (for adult learners aged 25 or older) during enrollment. These online courses will empower students to make well-informed decisions about issues that affect your college years and beyond. These online courses are thoughtful, educated, and educating programs for adults committed to thinking about their life choices. More information about AlcoholEdu and Sexual Assault Prevention can be found at www.everfi.com. Access to AlcoholEdu and Sexual Assault Prevention online courses is available at: <http://www.everfi.com/register>. Registration code for: AlcoholEdu and Sexual Assault Prevention for Undergraduate Students - 869cbd02, AlcoholEdu and Sexual Assault Prevention for Graduate Students - 78a339d0.

<https://www.sctech.edu/personal-counseling/>

Other Resources

The National Clearinghouse for Alcohol and Drug Information is a website provided by the U.S. Department of Health and Human Services. There are links for different age groups, publications, news, and other resources. Look here for information on issues ranging from date rape drugs to binge drinking to HIV/AIDS prevention.

Crime Prevention - Information on a variety of campus crime prevention topics.

[Alcohol & Drug Abuse Institute, Univ. of Washington, Seattle](#) - Get the science behind alcohol and drug abuse. Get the facts not the rumors.

[American College Health Association](#) - An organization of college and university health professionals. This is a site that has training and program information that everyone can use.

[FACE Truth and Clarity on Alcohol](#) - A nationally recognized Alcohol Advocacy, Media Advocacy, and Training Group. FACE works in the Alcohol Education arena promoting Alcohol Awareness and Responsible Alcohol Practices.

[Facts on Tap Alcohol and Your College Experience](#) - Tips for avoiding abuse of alcohol while at college

[ForReal.org Marijuana Education for Teens](#) - Straight forward advice on drug use for teens and young adults.

[Go Ask Alice! Alcohol, Nicotine, and Other Drugs](#) - Information site from Columbia University on the effects of alcohol, tobacco, and other drug addictions.

[HadEnough.org](#) - Site that gives information on the dangers of binge drinking and alcohol abuse among college students.

Local Resources

Alcoholics Anonymous 478-745-2588

Alcohol & Drug Treatment Center of First Step Recovery 800-510-8401

A New Tomorrow (Recovery Home for Men, Griffin only) 404-663-0601

Drugs Don't Work Program 770-228-8200

McIntosh Trail Behavioral Health Center 770-358-5252

National Substance Abuse Line 800-662-4357

SCTC Employee Handbook: Use of Alcohol

The use of alcoholic beverages at the College shall be in strict compliance with all federal, state, and local laws. Alcoholic beverages may be served only at a business conference center capable of accommodating 200 or more people and shall be limited to those occasions, which serve a business purpose, economic development function, or civic function that relates to economic development. All final decisions regarding the service of alcoholic beverages on campus shall rest with the authority of the President.

Alcohol may not be served at any student-sponsored event. The serving of alcohol shall always be sponsored by an outside entity, not the College. Alcoholic beverages shall not be sold, and the students and staff of the College shall not be involved with the purchase or service of alcohol.

The College shall not purchase alcohol, nor may state or federal funds be used to purchase alcohol. (Reference State Policy II.C.6.)

SCTC Biennial Review

Drug-Free Schools and Communities Act POLICY: 6.7.1. (V.E.)

This policy has been developed in concert with the federal Drug-Free Schools and Communities Act, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit

drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.).

SCTC Drug and Alcohol Policy

Southern Crescent Technical College prohibits the possession or use of illegal drugs and alcohol on or around its property at any time, except for those areas licensed under the laws of the state of Georgia. Areas where the use is prohibited include student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered SCTC property.

Intervention and Prevention Activities and Training for Students, Faculty and Staff

New Student Orientation & On-line Student Orientation Guide (Appendix A) - The New Student Orientation and On-line Orientation Guide were created for new students.

SCTC Students have access to important publications such as the **COLLEGE CATALOG**: The College catalog is located on the Southern Crescent Tech web site at <https://www.sctech.edu/programs/course-catalog/>. To access the catalog, go to Quick Links, and select Catalog, or click the **Catalog** icon in the upper right-hand corner of the home page. <https://www.sctech.edu/admissions/roar-orientation/>

SCTC Students have access to STUDENT HANDBOOK, it can be accessed at www.sctech.edu

This important book contains information about: Admissions Information and Policies, Adult Basic Education Services, Clery Act—federal law, requires listing crime statistics on the college campus, Code of Conduct, Financial Information, Academic Regulations, Student Activities Clubs/Organizations

To access the handbook, go to Quick Links, and select Student Handbook.

The handbook includes: Academic Regulations, Student Activities/Clubs/Organizations, Student Services Grievance Procedures, Student Rights and Right to Know, Voter Registration Information Wellness Guide and Behavior Intervention Team (BIT)

Student Reports, Workshops/Training, and Drug and Alcohol Related Awareness Programs and Disciplinary Issues

Student Report for FY2019			
Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	234	171	138
Sexual Assault Prevention for Undergraduates	163	103	74
Sexual Assault Prevention for Graduates	15	10	12

Student Report for FY2020			
Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	2475	310	309
Sexual Assault Prevention for Undergraduates	2475	344	671
Sexual Assault Prevention for Graduates			

Judicial Hearings

The Vice President for Student Affairs is the chief administrator for handling the disciplinary procedures for the college. Mandatory counseling through the Counseling Center and the *Haven* and *AlcoholEdu* courses have been included as sanction options when the hearing panel is rendering a decision.

Disciplinary Hearing Results FY2018						
Type of Hearings	Number of Students	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings
Alcohol	0	0	0	0	0	0
Drugs	0	0	0	0	0	0

Disciplinary Hearing Results FY2019						
Type of Hearings	Number of Students	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings
Alcohol	0	0	0	0	0	0

Drugs	0	0	0	0	0	0

Alcohol and Drugs Violations at SCTC Locations

FY2019

	Griffin Campus	Flint River Campus	Henry County Center	Butts County Center	Fayette County	Jasper County
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0

FY2020

	Griffin Campus	Flint River Campus	Henry County Center	Butts County Center	Fayette County	Jasper County
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0

Daily crime log <https://www.sctech.edu/wp-content/uploads/Daily-Crime-Log-1.pdf>

Annual Security Report <https://www.sctech.edu/wp-content/uploads/2020-Annual-Security-Report.pdf>

Dates of Workshops and Trainings

Dates of Workshops and Trainings 2019 and 2020

Date	Training	Location
2/5/2019	Dating and Domestic Violence	Griffin Campus
2/7/2019	Dating and Domestic Violence	Flint River Campus
2/12/2019	DUI Simulator	Griffin Campus
2/12/2019	Drug and Alcohol Awareness Workshop	Griffin Campus
2/14/2019	Drug and Alcohol Awareness Workshop	Flint River Campus
2/14/2019	DUI Simulator	Flint River Campus
9/3/2019	Be Safe on Campus/Active Shooter and Campus Carry	Griffin Campus

9/5/2019	Be Safe on Campus/Active Shooter and Campus Carry	Flint River Campus
2/11/2020	Dating and Domestic Violence	Griffin Campus
2/13/2020	Dating and Domestic Violence	Flint River Campus
2/18/2020	DUI Simulation	Griffin Campus
2/18/2020	Drug and Alcohol Awareness	Griffin Campus
2/20/2020	DUI Simulation	Flint River Campus
2/20/2020	Drug and Alcohol Awareness	Flint River Campus

Employee Training /Staff Development/503 Reference State Policy III.A.1.)

The faculty and staff of the College are encouraged to continue professional growth by updating knowledge and skills. Annually, a staff development plan (Form 503) is jointly developed by all full-time faculty, staff and the supervisor. The plan will focus on increasing knowledge and skills, not accomplishing tasks or work. The President must approve these plans.

Documentation of staff development during the year must be completed on a Report of Staff Development Form as soon as the staff development is completed. This report must be signed by the immediate supervisor and forwarded to the Office of Institutional Effectiveness & Research. All credit course documentation must include a transcript or grade report.

All staff development must be completed and documented by June 30 of each year. A monthly report of total hours completed will be sent to each supervisor. If the staff development hours are not completed and documented by June 30, the President may give the employee a provisional contract. (Reference State Policy IV. D.)

2019 and 2020 Mandatory Offerings: Kantola and Others	
Training	Dates
CyberSecurity	2019
Bloodborne Pathogens	2019
Hazardous Communications	2019
Human Trafficking-	3/2020
Hazardous Communications	05/2020
Bloodborne Pathogens-	05/2020
Sexual Harassment Prevention	07/2020
Title IX	12/2020
FERPA -	12/2020
CyberSecurity – continuous throughout the year	

Faculty Orientation

The orientation process for full-time faculty involves four levels:

1. The first level involves orientation to the College by the academic dean
2. The second level involves orientation to the departmental instructional responsibilities by the department head.
3. The third level involves Faculty Development Institute, which is provided by an instructor from Technical College System of Georgia (TCSG) office. New instructors are also encouraged to complete the Georgia LEARN online modules. (Reference State Policy IV. D.)
4. Human Resources conducts an orientation for all employees each month.

<https://www.tcsg.edu/about-tcsg/state-board/policy-manual/>

Southern Crescent Technical College Grievance Procedure Policy

Southern Crescent Technical College is following the rules and regulations for the administration of Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the Amendments of 1976, Public Law 83-318, as amended by Section 3 of Public Law 93-568, Title VI, Section 504 of the Rehabilitation Act of 1973, and Public Law 101-336, The Americans with Disabilities Act of 1990.

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

Although a formal process is in place to address grievances, an opportunity will be provided to resolve the complaint informally through meetings with faculty/staff and student(s) and /or the appropriate director or coordinator as designated in the policy. All parties to the complaint will be protected from retaliation. All written complaints and information obtained by impartial inquiry will be kept confidential. However, the SCTC formal Grievance Process link: <https://www.sctech.edu/currentstudents/resources/student-handbook/>

Document Retention

The Vice President for Student Affairs or designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or the technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Student Complaints

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Toni Doaty, Griffin Campus, Building 100

Title IX/Equity Coordinator

501 Varsity Road, Griffin, GA 30223

(770) 228-7382, toni.doaty@sctech.edu

(Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center)

Teresa Brooks, Griffin Campus, Mobile 6B

Disabilities ADA/Section 504 Coordinator

501 Varsity Road, Griffin, GA 30223

(770) 228-7258, teresa.brooks@sctech.edu

(Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center)

Mary Jackson, Flint River Campus, Room A504

Title IX/Equity and Disabilities ADA/Section 504 Coordinator

1533 Highway 19 South

Thomaston, GA 30286

(706) 646-6224, mary.jackson@sctech.edu

(Flint River Campus)

Employee Complaints

Any complaints filed against employees should be directed to:

Sharon Hill, Director of Human Resources

501 Varsity Road
Griffin, Georgia 30223
(770) 229-3454, sharon.hill@sctech.edu

Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be directed to:

Dr. Xenia Johns, Vice President for Student Affairs

501 Varsity Road
Griffin, GA 30223
(770) 228-7348, xenia.johns@sctech.edu

Important Resource Links

Annual Crime Report

Link: <https://www.sctech.edu/wp-content/uploads/2020-Annual-Security-Report.pdf>

Behavior and Intervention Team

Link: <https://www.sctech.edu/tigercare/>

Tiger Assistance Program

Link: <https://www.sctech.edu/personal-counseling/>

Clery Act & Crime Statistics

Link : <https://www.sctech.edu/wp-content/uploads/2020-Annual-Security-Report.pdf>

College Catalog

Link: <https://www.sctech.edu/programs/course-catalog/>

Employee Handbook

Link: <https://www.sctech.edu/employees/hr/>

Student Handbook

Link: <https://www.sctech.edu/currentstudents/resources/student-handbook/>

EverFi: Programs: Haven & Alcohol Edu

Link: <https://www.sctech.edu/currentstudents/student-services/special-services/>
<http://everfi.com>

New Student Orientation Guide

Link: <https://www.sctech.edu/admissions/roar-orientation/>

Student Handbook & Wellness Guide

Link: <https://www.sctech.edu/personal-counseling/>