
Nouvelle Institute Hialeah Branch Campus

2024-2025

**Drug and Alcohol Prevention Program
Biennial Review**

Hialeah Branch Campus
500 West 49 Street 2nd Floor
Hialeah FL 33012

Drug and Alcohol Prevention Program Biennial Review Summary

Nouvelle Institute Branch Campus 2024-2025

Summary of Institutional Responsibilities

Nouvelle Institute Branch Campus-Port Richey is responsible for annually distributing written standards of conduct, legal sanctions for violations, available counseling and rehabilitation resources, and disciplinary procedures to all students and employees. The campus compliance officer oversees these distributions and is responsible for conducting biennial reviews of the program to ensure compliance and effectiveness.

Overview of Alcohol and Other Drug Programs 2024-2025

The Drug Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education like Nouvelle Institute Branch Campus-Port Richey to implement and maintain comprehensive programs to prevent the abuse of alcohol and the use or distribution of illicit drugs by both students and employees, on campus and during any institutional activities.

- Annual Distribution: The campus must provide, in writing, with the following information to all students and employees:
- Standards of conduct prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol.
- A summary of legal sanctions under local, state, or federal law for unlawful possession or distribution.
- An outline of drug or alcohol counseling, treatment, rehabilitation, or reentry programs available, such as services through the campus wellness center.
- A clear statement of institutional sanctions for violations, which may include mandatory counseling sessions, suspension, expulsion, termination of employment, or referral to law enforcement.

Biennial Review: The compliance officer conducts a review every two years to:

Assess the effectiveness of the alcohol and drug programs and recommend any needed changes.

Ensure that disciplinary sanctions are applied consistently.

Document the number of drug- and alcohol-related violations and fatalities reported to campus officials.

Record the number and types of sanctions imposed because of these violations or fatalities.

Explanations of Key Terms

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- **Sanctions:** Consequences for policy violations. Examples include mandatory participation in counseling sessions, temporary suspension from classes or activities, expulsion, termination of employment, or referral to law enforcement authorities.
- **Counseling Services:** Support available to students and employees through the campus wellness center, offering confidential counseling, substance abuse education, and referrals to outside treatment programs as needed.

These actions and explanations are designed to clarify responsibilities and processes, making it easier for the campus community to understand and follow the Drug and Alcohol Prevention Program policies.

Nouvelle Institute Branch Campus acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and has authorized an administrative review to determine whether the institute fulfills the requirements of the federal regulations. The President, along with the Compliance Committee and relevant administrative staff—including members from the Office of Student Affairs and Human Resources—is responsible for conducting the review and reporting on the findings. Responsibilities are shared among these groups to ensure comprehensive oversight and transparency in the process.

The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports. Data was collected through annual surveys, incident reports, and policy audits conducted by the Office of Student Affairs and Human Resources, ensuring that information is both current and comprehensive. The procedures include systematic documentation, regular policy evaluations, and scheduled data analysis meetings, which contribute to the accuracy and credibility of the review process.

The intention of this document is to meet the legal requirement of conducting a biennial review and to summarize the programs and activities related to alcohol and drug prevention on the Nouvelle Institute Branch campus during the 2023-2024 and 2024-2025 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided to students
- Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Employee Handbook policies related to drug and alcohol use by the Nouvelle Institute Branch's employees and the sanctions imposed for failure to comply

Biennial Review of Drug and Alcohol Prevention Program

Nouvelle Institute Branch Campus: Policies, Resources, and Compliance

Nouvelle Institute Branch Campus is committed to maintaining a safe and supportive campus environment by complying with the Drug-Free Schools and Communities Act. The Institute has established clear policies prohibiting the unlawful possession, use, and distribution of illicit drugs and alcohol on campus and at Institute-sponsored events. These standards of conduct are communicated to all students and employees during orientation, through the online Catalog/Student Handbook, and via the Employee Manual. Updates and policy changes are also shared on the Institute's website and intranet, ensuring ongoing awareness across the campus community.

Compliance and Prevention Efforts

- **Policy Distribution:** All students and employees receive the Drug and Alcohol Abuse Prevention Policy during orientation or onboarding, with ongoing access to relevant materials online and in print.
- **Health Risks:** The policy includes information on the health risks associated with illicit drugs and alcohol misuse, promoting informed decision-making.
- **Support Resources:** The Institute offers confidential counseling through the Student Wellness Center (contact: wellness@nouvelle.edu or visit [URL]), peer support groups, local and national helplines (e.g., SAMHSA's National Helpline: 1-800-662-HELP), and wellness workshops. These resources help students and employees address substance-related concerns, develop healthy coping strategies, and access additional community or professional support as needed.
- **Disciplinary Sanctions:** The policy outlines possible consequences for violations, including suspension, expulsion, mandatory counseling, referral to law enforcement, and other disciplinary actions appropriate to the severity of each case.

Incident Reporting and Disciplinary Process

Students or employees who witness or experience a possible drug or alcohol policy violation can file an incident report by contacting the Office of Student Affairs, Human Resources, or through an online reporting form accessible on the Institute's website. Once a report is submitted:

- The compliance team initiates a preliminary review to gather facts and assess the validity of the allegation.
- An investigation is conducted, which may include interviews, review of documentation, and collaboration with relevant departments.
- Upon completion of the investigation, a disciplinary decision is made. Sanctions are determined based on the nature and severity of the infraction, following established guidelines.
- Individuals involved are notified of outcomes and have the right to appeal decisions through a formal process outlined in the Student Handbook and Employee Manual.

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Support Services: Access and Impact

Nouvelle Institute Branch Campus actively promotes well-being by providing easy access to support services for substance abuse prevention and recovery.

- Student Wellness Center: Offers confidential counseling, substance abuse education, and referrals to specialized treatment programs. "The support I received helped me regain my focus and confidence," shares a recent graduate.
- Peer Support Groups: Facilitate a community of understanding and encouragement for those facing substance-related challenges. "Connecting with peers made me feel less alone and more motivated," notes a current staff member.
- Wellness Workshops: Regular events provide education on healthy habits, stress management, and personal growth.

Information about these services is consistently available in the Student Handbook, Employee Manual, and on the Institute's website, ensuring every member of the campus knows where to turn for help.

This comprehensive approach combines clear policies, transparent reporting and disciplinary procedures, and robust support services—demonstrating Nouvelle Institute Branch Campus's ongoing commitment to the safety, health, and well-being of its community.

Alcohol- and Drug-Free Campus Workplace Policy

Nouvelle Institute Branch Campus is committed to providing a safe environment for all students, faculty, staff, and visitors. The Institute recognizes that substance use and alcohol misuse threaten campus safety and undermine our mission to provide quality education in a responsible environment. We support anyone seeking treatment for these issues. All employees and students are informed of this policy through print and online resources. Compliance is a condition of employment and attendance, monitored by Administration.

Students and staff seeking help with substance use can access confidential counseling services through the Student Support Office or Employee Assistance Program.

Incident Reports for Staff

Year	Incidents	Outcomes
2024-2025	0 Incidents	Not Applicable
2023-2024	0 Incidents	Not Applicable

Student Life Summary

All students are responsible for following Florida State laws and Institute policies regarding alcohol and drugs. Key guidelines include:

- No one under 21 may use or possess alcoholic beverages.

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- Alcoholic beverages may not be available to minors.
- Misrepresenting age to purchase alcohol is a violation of state law.
- Personal possession and consumption of alcohol is not allowed at student events or on Institute property.

Campus Summary

- Students are prohibited from consuming, transporting, or distributing alcohol, or possessing alcohol on campus.
- Alcohol found by staff will be disposed of immediately.
- Violations may result in disciplinary action, which can include:
 - Warning or probationary period
 - Contact with parent/guardian
 - Referral to an alcohol education program
 - Counseling services
 - Suspension or termination from the Institute

Legal Consequences

- Violating local, state, or federal alcohol and drug laws may result in arrest, fines, or imprisonment.
- State law prohibits the sale, manufacture, or delivery of controlled substances. Penalties apply for violations.
- The Federal Uniform Drinking Age Act sets the minimum legal drinking age to 21. Violators may face misdemeanor charges and driver's license suspension or revocation.
- Possession or use of controlled substances without a valid prescription is prohibited.

Enforcement

Institute employees are the main enforcers of these policies. The Administration handles interventions and disciplinary actions. The Review Committee recommends sanctions when needed.

Campus Incident Reports

Year	Incidents	Outcomes
2024-2025	0 Incidents	Not Applicable
2023-2024	0 Incidents	Not Applicable

For 2022-2023 and 2023-2024, there were no referrals to the Disciplinary Review Committee for drug or alcohol violations and no reported incidents.

Intervention:

Nouvelle Institute Branch Campus offers several options for students and staff members seeking support for alcohol and other drug abuse issues. The Institute collaborates with local community health

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organizations to provide counseling and assistance. Students and staff seeking counseling can contact the Student Services Office at or visit Room 101 for confidential referrals to local health organizations.

Drug-Free Workplace Policy:

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Nouvelle Institute Branch Campus and published in the Employee Handbook and Nouvelle Institute Branch Campus Catalog each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by **Nouvelle Institute Branch Campus** on any property owned, leased, or controlled by Nouvelle Institute Branch Campus or during any activity conducted, sponsored, authorized by, or on behalf of Nouvelle Institute Branch Campus. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).
2. **Nouvelle Institute Branch Campus** has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - a. The dangers of drug abuse in the workplace
 - b. Maintenance of a drug-free workplace
 - c. Drug counseling and rehabilitation programs
 - d. Possible penalties for drug-abuse and rehabilitation violations

Health Risks and Effects:

Alcohol and drug usage causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may lead to respiratory depression and death. Repeated use of alcohol and drugs can result in dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

For more information on the health risks of alcohol and drug use, visit the campus health center or consult resources provided by the Substance Abuse and Mental Health Services Administration at .

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol or other drugs, and to learn how to assist others with substance abuse concerns. Addressing these issues early can prevent more serious consequences. Various support services are available on campus and within the community. For additional questions, please contact Administration.

- Alcoholics Anonymous: Support group for individuals seeking to stop drinking. Visit [URL] for meeting information.
- Al-Anon: Support for friends and family members with alcohol problems. Learn more at [URL].
- Narcotics Anonymous: Peer support for those recovering from drug addiction. Call 1-866-288-6262 or visit [URL].
- Focus on Recovery Helpline (alcohol/drugs): 24/7 helpline for information and support. Call 1-800-374-2800 or 1-800-234-1253.
- National Suicide Prevention Lifeline: 24/7 crisis support for individuals experiencing suicidal thoughts. Call 1-800-784-2433 or visit [URL].
- National Alliance on Mental Illness (NAMI): Advocacy and support for people with mental health conditions and their families. Call 1-800-950-6264 or visit [URL].
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service: Referrals to local treatment facilities. Call 1-800-662-4357 or visit [URL].
- Miami Counseling Services: Local provider of counseling and support for substance abuse and mental health concerns. Call (305) 388-7777.
- The Center for Substance Abuse Prevention Helpline: Information and prevention resources. Call 1-800-967-5752.

Penalties to be imposed on students and employees for drug abuse violations occurring in the campus and/or workplace include:

- Notification of Violations: The Office of Student Affairs (for students) or Human Resources (for employees) will be responsible for notifying the appropriate legal authorities in the event of a confirmed drug abuse violation. Notification to authorities will follow institutional protocols and applicable laws. In cases involving criminal drug statute convictions, the designated office will report the incident to the Department of Education within 30 days of receiving the conviction notice. The reporting process will include submitting documented evidence of the violation and written documentation of actions taken by the institution.
- Leave of Absence and Reinstatement: Individuals placed on a Leave of Absence due to substance abuse violations must demonstrate that they are free from dependencies before they may return to enrollment or employment. Acceptable forms of proof include:
 - Completion of a certified substance abuse treatment program (documentation required)
 - Medical evaluation from a licensed healthcare or addiction specialist confirming recovery

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- Records of ongoing counseling or participation in a recognized peer support group (such as Alcoholics Anonymous or Narcotics Anonymous)

The certification process for reinstatement requires the individual to submit the relevant documentation to the Office of Student Affairs or Human Resources, along with a signed statement affirming their commitment to maintaining a drug-free status. The appropriate office will review submissions and approve reinstatement based on evidence provided.

Expulsion or Termination Criteria: Expulsion or termination will be considered based on clearly defined factors, including but not limited to:

Repeat offenses involving substance abuse

Severity of the violation, such as involvement in the distribution or sale of drugs

Impact on others within the campus or workplace, including endangerment or disruption of community safety

Failure to complete approved treatment or provide required documentation for reinstatement

Decisions regarding expulsion or termination will be made by a review panel consisting of representatives from Administration, Student Affairs, and Human Resources, ensuring consistent enforcement of policy.

Any action taken by the institution against a violation of the drug-free workplace policy will occur immediately after Administration is notified and evidence is verified. These procedures aim to provide transparency, fairness, and accountability for all parties involved.