



**REDONDO BEACH BEAUTY COLLEGE**

23800 Hawthorne Blvd # 200

Torrance, CA 90505

Phone: (310) 370-7464 Fax: (310) 370-8227

[rbbeautycollege@yahoo.com](mailto:rbbeautycollege@yahoo.com)

[www.rbbeautycollege.com](http://www.rbbeautycollege.com)

# 2024 BIENNIAL REVIEW OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Review Dates:

September 1, 2021 – August 31, 2022

September 1, 2022 – August 31, 2023

September 1, 2023 – August 31, 2024

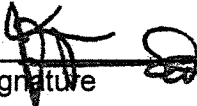
Report Prepared by:

Drug & Alcohol Abuse Prevention Program Review Committee

**Certification of the Biennial Review Report of the  
Drug and Alcohol Abuse Prevention Program**

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

Vijay Fadia, President

  
\_\_\_\_\_  
Signature


8/30/24  
Date

Christy Magles, Member, Chief Financial Officer, Campus Security Officer

  
\_\_\_\_\_  
Signature

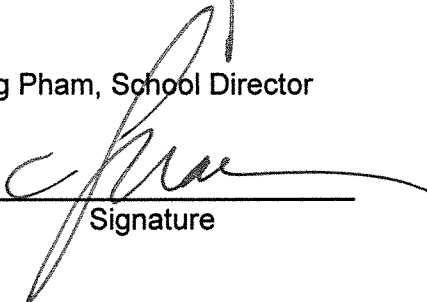
8/30/24  
Date

Rafael Tolentino, Chief Academic Officer

  
\_\_\_\_\_  
Signature

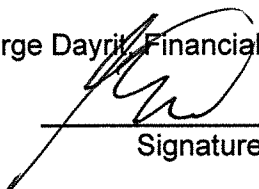
8/30/2024  
Date

Vy Cong Pham, School Director

  
\_\_\_\_\_  
Signature

8/30/2024  
Date

George Dayrit, Financial Aid Director

  
\_\_\_\_\_  
Signature

8/30/24  
Date

	Page
Regulatory Requirements	4
Homestead Schools Drug and Alcohol Prevention Committee	4
Biennial Review Report Contents	4
Biennium Period Being Reviewed	4
Review Procedures	5
Report Access and Annual Notification Process	5
Alcohol and Other Drugs Policy	6
Legal Requirements	7
Laws and Regulations	7
Violations and Sanctions	9
School Sanctions	9
California Law	11
Federal Penalties and Sanctions	11
AOD Data	12
Data Collection & Methods Used	12
Intervention Strategies	12
Program Effectiveness	12
AOD Program Strengths and Weaknesses Analysis	12
Conclusions	13
Recommendations	13
Drug-Free Schools and Campuses Regulations Compliance Checklist	15

## Regulatory Requirements

The Drug-Free Schools and Communities Act (DFSCA) requires that institutions of higher education receiving federal funds develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program must include annual notifications of the following: institutional standards of conduct; a description of sanctions for violating federal, state, and local law and institutional standards of conduct; a description of health risks associated with alcohol and other drug use; a description of treatment options; and a biennial review a biennial review of their Alcohol and Other Drugs (AOD) programs and policies to determine program effectiveness and consistency of policy enforcement and to identify and implement any changes needed.

### **Redondo Beach Beauty College Drug and Alcohol Abuse Prevention Program Review Committee**

Redondo Beach Beauty College (RBBC) Drug and Alcohol Abuse Prevention Program (DAAPP) will be reviewed biennially. RBBC is committed to monitoring and assessing the effectiveness of the policy and program and what changes need to be made. RBBC ensures the uniform application of sanctions to employees and students. RBBC has created and maintains a Drug and Alcohol Prevention Committee. The Committee determines the effectiveness of this program and ensures the standards of conduct are fair and consistently enforced. The formal program review is conducted every two years by the said Committee making sure that each future biennial review is well-documented and conducted in a timely manner.

This biennial review has two objectives:

1. To determine the effectiveness of, and to implement any needed changes to, the AOD prevention program.
2. To ensure that the school is enforcing the disciplinary sanctions for violating standards of conduct and policies consistently

The biennial review must be completed and on file by December 31<sup>st</sup> of each even-numbered year. The results of the biennial review should be made public and available upon request to the Secretary of the Department of Education for three years after the fiscal year in which it was created.

### **Biennial Review Report Contents**

1. Description of the AOD program elements
2. Statement of AOD program goals and a discussion of goal achievement
3. Summaries of AOD program strengths and weaknesses
4. Procedures for distributing annual AOD notification to students and employees
5. Copies of the policies distributed to students and employees
6. Recommendations for revising AOD programs

### **Biennium Period Being Reviewed**

For the 2024 Biennial Review of Redondo Beach Beauty College DAAPP, the dates being reviewed cover the time periods between September 1, 2022 thru August 31, 2023 and September 1, 2023 thru August 31, 2024.

## **Review Procedures**

A DAAPP Review Committee was established to annually review the Program's data, evaluate effectiveness and make any necessary recommendations for improvement. The Committee will annually prepare a written report and submit the report to the School President for review and approval.

## **The DAAPP Review Committee members include the following:**

1. George Dayrit, Financial Aid Director, Admissions Director
2. Christy Magles, Campus Security Officer
3. Rafael Tolentino – Chief Academic Officer
4. Vy Cong Pham – School Director
5. Hector Correa, Campus Security Authority
6. Jeanette Villaraza, Admissions/IT Coordinator

## **Report Access and Annual Notification Process**

The final report, reviewed and approved by the School President, will be made available prior to December 31st of even numbered years. Students, employees, and the public can access the report online at [www.homesteadschools.net](http://www.homesteadschools.net). Copies can also be obtained by contacting the Admissions Office at (310) 791-9975 Ext. 7654.

For the period being reviewed, students received an annual email notification related to policies on alcohol and drug use and DAAPP which are also accessible through [www.rbbeautycollege.com](http://www.rbbeautycollege.com). Orientation for new students and employees included the discussion of DAAPP.

Redondo Beach Beauty College has a DAAPP in operation that is accessible to all members of the college community.

To ensure all students and employees are aware of the DAAPP, the school has implemented procedures to distribute its DAAPP annually to all students and employees.

1. Annually, employees and students are made aware of the Drug and Alcohol Abuse Prevention Program and Policy by means of electronic mail.
2. Additionally, employees are provided a copy of the policy at the beginning of each academic year.
3. New staff and faculty members are informed of the policy during the employee orientation.
4. Students are sent the policy through electronic mail annually to ensure the content is conveyed to all students attending the school.
5. In addition to the annual notification, students and employees are offered written material including pamphlets and literature on drug and alcohol abuse. Such material is available at the Offices of Admissions Office and Human Resources as well as online at the school website.
6. Distribution of the Annual Notification
  - A. Distribution to Students
    - During orientation, advising sessions, in classes
    - Incorporating into student handbook and school catalog
    - Published on school website
  - B. Distribution to Employees

- Enclose it once a year with employees' paychecks
- Enclose it with the annual W-2 form
- Include in faculty and staff handbook

## **Alcohol and Other Drugs Policy**

This policy addresses the legal and responsible use of alcohol. It addresses the academic, health, personal and safety risks associated with alcohol and other drug use through education, services and resources that focus on prevention of alcohol and other drug abuse. Through wide dissemination of this policy, the school community will be informed of its contents, as required by the Drug-Free Workplace and Drug-Free Schools and Campuses Act.

Redondo Beach Beauty College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on the institution's premises and as part of any of its activities in order to comply with the Drug-Free Schools and Campuses Regulations (DFSCR).

RBBC DAAPP includes the following components:

1. Student and employee standards of conduct;
2. A description of the sanctions and penalties for violating federal, state, and local law and college policy;
3. A description of the health risks associated with alcohol and drug use; and
4. A list of resources that provide support and treatment options for employees and students.

Redondo Beach Beauty College DFSCR policy addresses the legal and responsible use of alcohol. It addresses the academic, health, personal and safety risks associated with alcohol and other drug use through education, services and resources that focus on prevention of alcohol and other drug abuse. Through wide dissemination of this policy, the school community will be informed of its contents, as required by the Drug-Free Workplace and Drug-Free Schools and Campuses Act.

It is a goal of the school to provide a safe, productive, and healthy environment in which all members of the school community can learn, work, and grow from a wealth of different school experiences. The school is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse. The school recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning, and well-being of individuals as well as the school community. Therefore, in compliance with the U.S. Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the school offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, developed or are in recovery from problems with AODs.

The school's comprehensive approach to addressing substance abuse emphasizes:

1. Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
2. Providing continual prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.

3. Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

School's policy on alcohol and other drug use respects all legal requirements including, but not limited to:

1. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.
2. The Drug-Free Workplace Act of 1988 sets forth special requirements for employees on federal contracts and grants. It requires the school to provide notice of a conviction for a violation of any criminal drug statute occurring in the workplace by an employee engaged in the performance of work under federal contract or grant; and to report to the funding agency within ten calendar days after notice from an employee of a conviction for a violation of any drug statute occurring in the workplace.
3. California Drug Free Workplace Law. Employees or contractors of any state agency are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined in the Controlled Substances Act. The employer or contractor must publish a statement regarding the prohibition and any sanctions that will be imposed and establish a drug-free awareness program.
4. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.

### **Legal Requirements**

School's policy on alcohol and other drug use respects all legal requirements including, but not limited to:

1. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.
2. The Drug-Free Workplace Act of 1988 sets forth special requirements for employees on federal contracts and grants. It requires the school to provide notice of a conviction for a violation of any criminal drug statute occurring in the workplace by an employee engaged in the performance of work under federal contract or grant; and to report to the funding agency within ten calendar days after notice from an employee of a conviction for a violation of any drug statute occurring in the workplace.
3. California Drug Free Workplace Law. Employees or contractors of any state agency are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined in the Controlled Substances Act. The employer or contractor must publish a statement regarding the prohibition and any sanctions that will be imposed and establish a drug-free awareness program.

### **Laws and Regulations**

1. Students, employees, and school visitors may not consume, possess, distribute, or be under the influence of alcoholic beverages on school property or while on school business.
2. Students and employees who have attained the legal drinking age of twenty-one (21) years of age may possess and consume alcoholic beverages only at approved school

functions. Those under twenty-one (21) years of age are not permitted to consume or possess alcoholic beverages at any time.

3. Students, employees and visitors are prohibited from dispensing, selling or supplying alcoholic beverages to a person under the legal drinking age.
4. Employees, students, and campus visitors aged twenty-one (21) years or older, consuming alcohol at school functions or while on school business, where such use is approved, are expected to use alcohol responsibly and not engage in illegal, unprofessional, or disruptive behavior.
5. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited. Alcoholic beverages will not be provided to individuals under 21 years of age.
6. The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) is prohibited. This includes selling cups, mixes, ice, tickets for admission, required donations, etc.
7. The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.
8. The consumption of alcoholic beverages in school areas of academic facilities, recreation fields, school corridors and lounges. Is prohibited
9. Operating a motor vehicle while under the influence of alcohol is prohibited. The possession of an alcoholic beverage in any open container in a motor vehicle is prohibited regardless of who is driving and whether one is intoxicated.
10. Behavior that is disruptive or abusive to others as a result of using intoxicants will not be tolerated.
11. Faculty and staff who wish to host an event where alcohol will be served on any property owned or leased by the school must comply with the terms as established by the college by submitting an approval form to the administration seven (7) business days prior to the event, for review.
12. Students who want to hold an event where alcohol is served or present while on the school premise owned or at off-campus college-sponsored events must submit an approval format least 21 days before the event for review.
13. No postings, promotions, ticket sales, and announcements may be made, placed or distributed that mention, make reference to, allude to or depict alcohol; promote, invite or encourage alcohol consumption; or mention or allude to the amount of alcohol to be served or consumed at a particular school event.
14. Funding, donations, give-aways and other remuneration for school events and activities by the manufacturers, distributors or sellers of alcohol are prohibited without written authorization.
15. Students, employees, and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication while on school property or business.
16. The use of tobacco, retail sale and commercial distribution of tobacco and tobacco products in all enclosed school buildings and facilities.
17. Funding, donations, give-aways and other remuneration for school events and activities by the manufacturers, distributors or sellers of tobacco and tobacco products are prohibited.
18. Possession, use, manufacture, distribution or sale of illegal drugs and drug paraphernalia is prohibited.



19. Unlawful distribution, abuse of prescription drugs, use of prescription drugs without a prescription is prohibited.

Any member of the school community who violates this policy is subject to both prosecution and punishment under federal, state and local laws and to disciplinary proceedings by the school.

The school reserves the right to hold students accountable, regardless of age, for being intoxicated. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others. Members of the school community are further prohibited from performing employment duties or participating in classes and student activities while impaired due to the effects of AOD consumption, regardless of whether such impairment rises to the level of intoxication.

### **Violations and Sanctions**

This policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis for disciplinary action or be used against an individual in any way.

School employees and students who violate this policy shall be informed about and referred to services to assist them in determining whether they are abusing drugs and alcohol or are chemically dependent. If a problem is found to exist, the individual will be referred to resources to assist him/her in overcoming the drug or alcohol abuse pattern. This referral or assessment shall not limit the school's ability to pursue appropriate disciplinary action, up to and including termination or expulsion when an employee or student has violated this policy or any other school policy.

### **School Sanctions**

Any employee who violates the policy on alcohol and other drugs shall be subject to corrective or disciplinary action up to and including the possibility of dismissal, in accordance with, and only as permitted by school policies and state and federal law.

Any student who violates the policy on alcohol and other drugs shall be subject to corrective action, such as participation in a substance abuse program or other counseling, or disciplinary action up to and including the possibility of dismissal from the institution.

Violation of school policies and rules will be subject to campus disciplinary review and action, as follows:

### **Students**

Disciplinary action will be taken by the school and may include sanctions ranging from formal reprimand to permanent dismissal, in addition to counseling and/or referral to a substance abuse educational/ intervention program.

Students who violate AOD laws or campus regulations while on the school, off-campus, and public property. Sanctions may include, but are not limited to, one or more of the following: written warnings, loss of school privileges, referral for substance abuse evaluation or treatment, disciplinary, probation; suspension, and/or expulsion, and prosecution by the appropriate federal, state and city authorities.

All students found in violation, will receive:

1st violation – For possession (not consumption) of alcohol only - Alcohol awareness class and probation for six (6) months from the date of resolution.

1st violation – For consumption, use, distribution, and possession of alcohol or use, possession, distribution of other drugs – Alcohol and Other Drug awareness class and probation for twelve (12) months from the date of resolution.

2nd offense while on probation – suspension from the program for current Term.

Two or more violations (separate incidents) while not on probation – suspension from the program for current Term.

Students who are suspended from the school for any length of time should be aware that this action may impact the tuition and student financial aid.

### **Employee**

Disciplinary action will be taken including termination of employment. Faculty and staff who violate AOD laws or campus regulations while on the school, off-campus, or public property. Sanctions which may include, but are not limited to, one or more of the following: written warnings; referral for substance abuse evaluation or treatment; on-the-job disciplinary actions; demotion, suspension, or termination of employment; and/or referral for prosecution by appropriate federal, state, and city authorities.

Any employee who is convicted for the first time, under the laws of any state or the United States, of any criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana, or a dangerous drug shall at a minimum be suspended from his or her employment for a period of not less than two months or dismissed.

In the case of a suspension, such employee shall be required as a condition of completion of suspension to complete a drug treatment and education program. Upon a second conviction, such employee must be terminated.

If, prior to an arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program, the employee shall be entitled to maintain employment for up to one (1) year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from his or her employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. In addition, this policy does not prohibit

the institution from taking appropriate disciplinary action for violations of the conduct policy. An employee retained in accordance with the provisions of this policy will be subject to return-to-work and random selection for controlled substance testing for no less than one year. In addition, the employee may be tested “for cause” if the testing falls within the treatment center’s contract time period and the testing is arranged by the treatment center.

### **Community Sanctions**

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions which include, but are not limited to, the following:

1. Fines as determined under local, state or federal laws.
2. Civil penalties such as:
  - a. suspension or revocation of professional and occupational licenses
  - b. restriction from public employment for up to five years
  - c. denial of retirement benefits
  - d. denial of state-sponsored loans and mortgages
  - e. Workers’ compensation benefits will also be denied in certain instances where alcohol or other drugs are a cause of injury.
3. Imprisonment, including up to life imprisonment for possession of more than 650 grams or trafficking in drugs such as Heroin and Cocaine.
4. Forfeiture of personal and real property.
5. Denial of federal benefits such as grants, contracts, and student loans.
6. Loss of driving privileges.
7. Required attendance at substance abuse education or treatment programs.

A full description of federal sanctions for drug felonies can be found at the following url: <http://www.usdoj.gov/dea/agency/penalties.html>

### **California Law**

California law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against California law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one’s driver’s license.

### **Federal Penalties and Sanctions**

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days-2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000, for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year

imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

**AOD Data**

The chart below shows Redondo Beach Beauty College number of alcohol and other drug arrests and referrals for disciplinary action as reported in the RBBC 2021 Annual Security Report.

Arrest and Referrals	On Campus			Non-campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0	0	0

**Data Collection & Methods Used**

Redondo Beach Beauty College utilizes assessment techniques in form of surveys, observations and interviews to evaluate AOD program.

**Interventions Strategies**

1. Wellness program:  
Encourages students and employees to practice simple, positive lifestyle habits that increase quality of life, productivity, and longevity. Incorporates such aspects as fitness, nutrition, stress management, disease prevention, personal safety, smoking cessation, regular physical exams, health education and awareness, and environmental support.
2. Health and wellness topics included in the curriculum.

**Program Effectiveness**

The Committee found the DAAPP was effective. This determination was based on the following:

1. The school notified all students and employees of its DAAPP on an annual basis.
2. The school consistently imposed sanctions for violations of its Standards of Conduct in accord with the DFSCA
3. The school’s counseling, treatment, and rehabilitation resources were effective in addressing the illegal use of alcohol and drugs by students and employees.

**AOD Program Strengths and Weaknesses Analysis**

As a part of the review process, the school has conducted a strength & weakness analysis of the DAAPP in order to assist the Committee in assessing effectiveness and to develop informed recommendations for improvement

**A. Strengths**

1. The school has developed and maintains a drug prevention policy
2. The school provides services and activities to promote a strong drug-free campus environment.
3. Campuses are offering a number of AOD related awareness events.

4. The school tracks the number of drug and alcohol-related legal offenses.
5. Students have ongoing availability of AOD informational resources.
6. Effective awareness program through Drug and Alcohol Awareness and Mental Health Weeks
7. Helpful resources where intervention is readily available when necessary.
8. Rules and regulations are in place for the use of drugs and alcohol.

## **B. Weaknesses**

1. The school failed to develop and implement a comprehensive drug and alcohol abuse prevention program (DAAPP).
2. Reporting process lacks a point of contact.

## **Conclusions**

1. We noted that there were no drug or alcohol related incidents reported to school officials during 2020-2021 and 2021-2022.
2. Although there were no drug or alcohol related incidents reported, the Committee concludes that the school's counseling, rehabilitation, and treatment resources were put in place to address the concerns of students and employees.
3. The school has satisfied the annual notification requirements through inclusion of a compliant DAAPP description in its Annual Security Report.
4. Redondo Beach Beauty College is committed to providing its students and employees a drug and alcohol-free workplace and learning environment and complying with the Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act (DFSCA).
5. The Committee recognizes the importance of an annual assessment and in order to achieve continual improvement and advance the effectiveness of its programs.

## **Recommendations**

As a result of the biennial review process conducted, the DAAPP Review Committee recommend the following actions in order to improve the effectiveness of Redondo Beach Beauty College DAAPP for students and employees:

1. Establish methods to track and consistently implement the annual distribution of the materials related to alcohol and drug abuse to all students, staff and faculty.
2. Provide documentation evidencing the distribution of the DAAPP.
3. Develop policies and procedures for ensuring that the DAAPP disclosure is actively distributed annually to every student who is currently enrolled for academic credit and all employees.
4. Create a policy to consistently distribute the DAAPP disclosures.
5. Homestead Schools will develop and implement an action plan to address the identified gaps in its current processes including incorporating the recommendations for improvement during the next reporting.
6. Increase external partnerships with organizations and agencies that specialize in drug and alcohol abuse awareness interventions and programming.
7. Develop a systematic procedure, tools, and repository for tracking and reporting AOD events, interventions, and activities at designated times throughout an academic year.

8. Improve data collecting procedures for the biennial review.
9. Provide professional development and training programs to all employees concerning the signs and symptoms, health risks of alcohol and drug abuse and the identification of behaviors and conduct that may be associated with alcohol and drug abuse and of the treatment options available locally.

## Drug-Free Schools and Campuses Regulations Compliance Checklist

(US Department of Education: *Complying with the Drug-Free Schools and Campuses Regulations, A Guide for University and College Administrators*)

1. Does the institution maintain a copy of its drug prevention program? Yes  No   
If yes, where is it located? It is located in the Human Resource, Compliance Officer, and Financial Aid Offices.
  
2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
  - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities  
Students: Yes  No  Staff and Faculty: Yes  No
  
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: Yes  No  Staff and Faculty: Yes  No
  
  - c. A description of applicable legal sanctions under local, state, or federal law  
Students: Yes  No  Staff and Faculty: Yes  No
  
  - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: Yes  No  Staff and Faculty: Yes  No
  
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions.  
Students: Yes  No  Staff and Faculty: Yes  No
  
3. Are the above materials distributed to students in one of the following ways?
  - a. Mailed to each student Yes  No
  - b. Through campus post office boxes Yes  No
  - c. During new student orientation Yes  No
  - d. During admission/enrollment process Yes  No
  - e. Catalog Yes  No
  - f. School website Yes  No
  - g. E-mailed to each student Yes  No
  
4. Does the means of distribution provide reasonable assurance that each student receives the materials annually? Yes  No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes  No

6. Are the above materials distributed to staff and faculty in one of the following ways?

- a. Mailed to each student Yes  No
- b. Through campus post office boxes Yes  No
- c. During new employee orientation Yes  No
- d. Catalog Yes  No
- e. School website Yes  No
- f. E-mailed to each employee Yes  No

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually? Staff: Yes  No  Faculty: Yes  No

8. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually? Staff: Yes  No  Faculty: Yes  No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey Yes  No

b. Conduct opinion survey of its students, staff, and faculty

Students: Yes  No  Staff and Faculty: Yes  No

c. Evaluate comments obtained from a suggestion box

Students: Yes  No  Staff and Faculty: Yes  No

d. Conduct focus group

Students: Yes  No  Staff and Faculty: Yes  No

e. Conduct intercept interviews

Students: Yes  No  Staff and Faculty: Yes  No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees

Students: Yes  No  Staff and Faculty: Yes  No

10. Who is responsible for conducting these biennial reviews?

Redondo Beach Beauty College DAAPP Review Committee members include the following:

1. Christy Magles, Campus Security Officer



2. Raffy Tolentino, Chief Academic Officer/Compliance Officer
3. Vy Cong Pham, School Director
4. George Dayrit, Financial Aid Administrator/Admissions Director
5. Jeanette Villaraza, Admissions/IT Coordinator

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes  No

12. Where is the biennial review documentation located?

Name: Christy Magles  
Title: Campus Security Officer / Chief Financial Officer  
Phone: (310) 791-9975  
Email: [vj1223@aol.com](mailto:vj1223@aol.com)

Name: George Dayrit  
Title: Financial Aid Director  
Phone: (310) 791-9975  
Email: [georgedayrit@homesteadschools.com](mailto:georgedayrit@homesteadschools.com)

Name: Vy Cong Pham  
Title: School Director  
Phone: (310) 791-9975  
E-mail: [vycongpham@yahoo.com](mailto:vycongpham@yahoo.com)