

Appendix 2

PART 86 COMPLIANCE CHECKLIST

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes No
If yes, where is it located? _____

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 (separately or included in another mailing)
Yes No
 - b. Through campus post offices boxes
Yes No
 - c. Class schedules which are mailed to each student
Yes No
 - d. During freshman orientation
Yes No
 - e. During new student orientation
Yes No

f. In another manner (*describe*) _____

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
Staff: Yes No Faculty: Yes No

b. Through campus post office boxes
Staff: Yes No Faculty: Yes No

c. During new employee orientation
Staff: Yes No Faculty: Yes No

d. In another manner (*describe*) _____

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 institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
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 groups
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

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
Students: Yes No Staff and Faculty: Yes No

h. Other (*please list*)

10. Who is responsible for conducting these biennial reviews?

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 _____

Title _____

Department _____

Phone _____ E-mail _____

13. Comments
