

transportation, or sale of illegal drugs and alcoholic beverages in order to provide a safe work and school environment. Such searches may be initiated without prior announcement and conducted at such times and locations as deemed appropriate.

**3.** A student or employee's consent to such searches is required as a condition of becoming and remaining enrolled in the institution or an employee of the company. An incumbent student or employee's refusal to consent to any such search will result in disciplinary action up to and including dismissal or termination even for a first refusal.

**4.** Searches may be conducted using upper administrative personnel or law enforcement officers. Following any incident involving a search of a student or an employee, involved personnel are to contact the personnel office in order to prepare a written report of the incident.

**5.** The possession, use, or sale of illegal drugs off College premises which impairs the individual's performance or presents a danger to the well-being and welfare of other students or employees or which compromises the reputation of the College within the community is absolutely prohibited. Should such a violation/conviction of a criminal drug statute occur in the college/work place, the person should notify the campus director or department head in writing within five calendar days of such conviction.

**6.** It is the responsibility of the student or the employee to notify administration when he/she is under the influence of a legally

prescribed drug. A student or an employee may continue to attend class or come to work, as long as he/she does not pose a threat to his/her own safety or the safety of others, and his/her performance is not adversely affected. However, a student or employee under the influence of a legally prescribed drug may be required to take a leave of absence or comply with appropriate action as determined by administration.

**7.** The abuse of legal or prescription drugs that adversely affects an individual's ability to perform his/her duties in any way will result in the immediate removal of such individual, whether student or employee, from College premises, and that individual will be subject to discipline up to and including dismissal or termination of employment.

**8.** Possession and consumption of alcoholic beverages while on College premises may be authorized by administration for certain employee or student events. It is the policy of the College that employees and students participating in such events and consuming alcoholic beverages will be expected to demonstrate consideration and sole responsibility for the safety and well-being of themselves and others at all times before, during, and after such events.

### **Conclusion**

As is evident in this outline of our substance abuse prevention program, the College cannot and will not allow the use, sale, possession, or manufacture of illegal drugs or alcohol by staff or student while on the College premises, or at anytime allow them to be under the effects of said chemicals while on the premises or representing the College in any way.

# Substance Abuse

## Prevention Program

The purpose of this program is to formulate and implement an ongoing program that will establish and maintain standards that will ensure a healthy environment for all students and employees at the College. The program is designed to protect the College property and operations, and to protect the safety of our general public. Its intent is to provide guidelines consistent with Federal Regulations 34CFR part 85, subpart F and part 86, subpart B, and is set forth for students and employees alike.

## Goals

It is the intent of the College to establish and maintain a learning environment and workplace that is free from the effects of substance abuse. This environment will be maintained to ensure our continued reputation and quality of service to the community and the system of higher education. It is also our goal to preserve the physical and psychological health of our students, faculty, and staff. To this end, the College believes that the elimination of substance abuse will improve the well-being of our students and staff as it relates to absenteeism, tardiness, and accidental injury.

## Health Risks of Substance Abuse

The College is keenly aware of the health risks, both physical and psychological, of substance abuse. We are committed to increasing employee and student awareness of the dangers of substance abuse. For example, marijuana can impair thinking, reading, comprehension and verbal skills; hallucinogens result in loss of control of normal thought processes; phencyclidine can produce violent and bizarre behavior; stimulants (amphetamines) may

produce mood swings, panic and cardiac disturbances; cocaine is toxic, and overdoses result in death; narcotics cause dependency and severe symptoms upon withdrawal; inhalants have a high risk of sudden death; and alcohol can dull sensation and impair coordination, memory, and judgement.

Students or employees who are experiencing problems with substance abuse should seek assistance through an appropriate agency. The student services department can assist you with a listing of these agencies.

Employees and students who go through rehabilitation and who seek re-admission or re-employment will be given equal consideration based upon their qualifications for enrollment or employment.

## Legal Sanction

Legal sanctions against possession, use, sale, and manufacture of illegal drugs or alcohol vary from locality to locality. Usually a conviction on a drug or alcohol offense will constitute a minimum fine of \$100.00 and/or a jail term of 30 days to life in prison.

## Students convicted of possession or Sale of Drugs

A federal or state drug conviction for an offense that occurred during a period of enrollment for which a student was receiving Title IV aid can disqualify the student for FSA funds. The chart below illustrates the period of ineligibility for federal financial aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

|             | Possession of illegal drugs     | Sale of illegal drugs           |
|-------------|---------------------------------|---------------------------------|
| 1st offense | 1 year from date of conviction  | 2 years from date of conviction |
| 2nd offense | 2 years from date of conviction | Indefinite period               |
| 3+ offenses | Indefinite period               |                                 |

## Policy Statement

*The following rules will apply to all students and employees of the College.*

**1.** The College requires all students and staff to report to classes or work areas and remain in condition to perform their duties free from any chemical abuse effects. They shall not be under the influence of any alcohol or any drug, legal or illegal, which will adversely affect their ability to perform their duties in any way. The possession, transfer, sale or use of illegal drugs while on College property or during work hours, including meal periods and breaks, is absolutely prohibited. Violation of these rules by a student or an

employee will be reason for disciplinary action up to and including mandatory substance abuse counseling, suspension or dismissal for students and termination of employment for employees. Depending on the circumstances, it could also result in referral to law enforcement agencies.

**2.** The College reserves the right to carry out reasonable searches of individuals, their personal effects, their desks, and vehicles when entering college premises, while on the premises and when leaving the premises. The only objective of all searches is to deter the use, possession,