

# Associated Technical College



# Alcohol and Drug Policies and Procedures

## Table of Contents

Alcohol and Drug Policy and Procedures.....	3
SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES:.....	5
Procedures for Management.....	6
Alcohol .....	7
Marijuana.....	7
Cocaine.....	8
Nicotine.....	8
Other Inhalants .....	8
Use of “street drugs” .....	8
“Designer Drugs” .....	8
Legal Consequences.....	9
Alcohol Legal Consequences.....	9
Inhalants Legal Consequences.....	11
Narcotics and Other Dangerous Drugs Legal Consequences.....	11
Review of Policies and Procedures .....	12
San Diego County Referral Programs & Locations.....	12
Adolescent Programs.....	12

## **Alcohol and Drug Policy and Procedures**

The Drug-Free Schools and Communities Act (DFSCA) of 1989, also known as the Drug-Free Schools and Campuses Act, requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.

Students, faculty and staff may request information about the Drug Free Schools and Campuses Review by contacting the School Director. The School Director or his designee will also furnish referrals to students or employees seeking help for drug or alcohol problems.

The school has a no-exceptions policy concerning the use or sale of drugs (controlled substances) or the use or sale of alcoholic beverages on campus. For students, any violation of this policy will result in the suspension of the student found guilty of violating these requirements. These requirements are covered in the School Catalog as well as during student orientation.

The policy applies to employees as well as students. "Employee" means any person authorized to work for Diversified Education Company either full or part time, exempt or non-exempt, temporary or permanent, instructional or non-instructional.

"Campus" means any office, building or property (including parking lots) owned or operated by Diversified Education Company or any other site at which an employee or student is to perform work or social or academic activities supported or sponsored by D.E.C.

Employees are advised of the policy and sign an agreement to abide by the requirement. Students and staff are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol.

Drug and alcohol abuse impinges on all aspects of American life. It threatens the home, the schools, the community, and the workplace. The drug problem, which we must confront directly with all of the social, economic, political and intellectual capital at our command, is an equal opportunity destroyer. All socio-economic groups, races, nationalities, and ages – in other words, all of us – are endangered by our country's drug and alcohol problems.

Diversified Education Company is concerned with the well-being of its students and employees. We feel we have a compelling obligation to eliminate drug and alcohol abuse from our campuses. A successful drug-free campus program informs our students and employees of the hazards of drug use and offers assistance to the drug user and his/her family. An effective drug program assures the students and employees that personal dignity and privacy will be respected in reaching our goal of a drug and alcohol-free campus.

We want our response to this epidemic of substance abuse to be based on cooperation, communication, and trust. We are fighting drug and alcohol abuse, not the individuals who abuse them.

We are deeply concerned about all the dangers associated with drug and alcohol abuse. This abuse has created a hole in the soul of our society than can only be filled, patched, and repaired by ourselves as a group.

As a group we can change behaviors and attitudes. As a group we must set standards for our behaviors, understand our values, discuss our values and affirm our values. Values are internalized. They are part of the process of forming character. Discussing and encouraging drug free values may be the best way we can discourage alcohol abuse and the use of illegal drugs.

Genuine appreciation for individual differences and cultural diversity is essential to the environment of learning. While we seek to educate and encourage, we also have a responsibility to restrict any behavior that adversely affects members of this campus. Honesty, integrity and caring are essential qualities of an educational institution and the concern for values is important to the whole educational experience.

As individuals, we can encourage each other to practice our values and experience our values. As individuals we can support each other's values, as well as discourage negative behavior and ideals. We, as individuals, can help each other constructively and thereby do more to eliminate the abuse of alcohol and drugs than any rule, regulation, or force. We need to commit ourselves to the way of life that enhances individual goals.

As an institution of learning, we must always remember that a sound mind and a sound body is, as the ancient Greeks believed, the beginning of a worthwhile and satisfying life. Our goal is for all of us to be involved in accomplishing this ideal.

Numerous legal sanctions under local, state and federal laws can be used to punish violators in addition to any action taken by the school. Penalties can range from denial of a driver's license, to years of imprisonment. Property may be seized. Community service may be mandated. A list of commonly abused drugs and their effects will be found at the end of this publication.

Students may lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, disability, and veterans' benefits. The Department of Housing and Urban Development (HUD) which provides funds to states for public housing has the authority to evict residents and members of their household who are involved in drug-related crimes on or near HUD premises. A record of a felony conviction in drug-related crime may prevent a person from entering certain careers.

The laws of the State are adequate to protect the innocent, but stringent enough to ensure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a person found with a small amount of drugs may be arrested and required to make payment of all court costs as well as participate in mandatory drug or alcohol addiction programs and participate in mandatory community service. A person found with drugs with the intent to distribute may be imprisoned. A person found to be intoxicated while driving may be fined, face paying lawyer's fees, have insurance cost increased or denied, lose their driver's license and even be imprisoned.

## **SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES:**

(1) IN GENERAL – A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan or work assistance under Title IV Federal aid shall not be eligible to receive any grant, loan or work assistance under this title from the date of that conviction for a period of time specified in the following table:

**If convicted of an offence involving: 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

(2) REHABILITATION: A student whose eligibility has been suspended under paragraph (2) may resume eligibility before the end of the ineligibility period determined under such paragraph if:

(A) the student satisfactorily completes a drug rehabilitation program that—

(i) complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and

(ii) includes two unannounced drug tests:

(B) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations for purposes of this OF SUBPARAGRAH (a) (I) above; or

(C) the conviction is reversed, set aside or otherwise rendered nugatory.

(3) DEFINITIONS The term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)) Examples of controlled substances

commonly found are listed in this publication; however, other substances may be added. Students should avoid any substance not being sold by established businesses.

If an employee or student seeks help prior to discovery, confidentiality will be protected and Diversified Education Company will provide help by referral, but it remains the responsibility of the employee or student to seek help and rehabilitation and assistance. Such referrals do not alter the requirement to refrain from drug or alcohol use while on company property. DEC assures students and employees that seeking help in dealing with substance abuse will not, in itself, affect continued enrollment or employment.

A student who is suspended, or expelled under this policy may request a review following the procedures outlined in the school catalog where the severity of the offense will be considered in determining whether or not the student will be re-admitted. The student may be referred to substance abuse counselling. A list of San Diego County resources is included at the end of this publication.

A second violation of the drug and alcohol policy, however, will result in permanent suspension.

## **Procedures for Management**

If an employee or student is suspected of being in violation of this policy, the individual making the observation should immediately consult with Security or an appropriate member of management.

Prior to initiating questioning relative to use or possession, the manager or security officer should first consult with the School Director, if he/she is available. Otherwise, the manager is to have a witness present and without other guidance, limit his/her questioning to that which determines the employee's or the student's general condition (i.e., does he employee or student feel sick; does the employee or student know where he/she is; to whom he/she is talking; and what may be the cause of the employee's or student's present condition).

Managers are to restrict conversations concerning possible violations of this policy to those persons who are participating in any questioning, evaluation, investigation or disciplining action and who have a need to know about the details of the drug/alcohol investigation. This restriction includes not mentioning the name of the employee or student suspected of violating this policy. Management, supervisors, and investigators are to instruct other employees and students, except as stated above, not to talk about such possible violations.

If an employee or student is suspected of possession of alcohol contrary to policy, or of selling, purchasing or transferring an illegal drug, the manager is to a) seize any suspected alcohol or illegal drug which is in plain sight; b) secure any container or the like, where alcohol or illegal

drugs may be present, for a subsequent search by appropriate personnel; and c) order the employee or student to report to an area in the facility where appropriate personnel can question the suspected employee or student in private.

**The regulations, plus a review of the effects of alcohol and drug consumption are during the student's orientation and publications distributed which outline the effects of use of drugs and alcohol and the possible legal penalties that may be incurred if an arrest is made. A list of resources available to students who need help in combating alcohol or drug addiction will be provided at that time and will be available from the education office or from the School Director at any time.**

Briefly, specific serious health risks are associated with the use of alcohol and illicit drugs, some of which are listed below.

## **Alcohol**

Alcohol is a depressant drug that slows the nervous system. Physical effects include increased heart rate; loss of muscle control leading to slurred speech, poor coordination, hangover, fatigue, nausea, headache, and blackouts (memory loss, or unconsciousness).

Mental effects include impaired judgment, poor concentration, impaired thinking and reasoning processes, loss of inhibitions, and exaggerated feelings of anger, fear and anxiety.

Potential consequences of alcohol abuse include alcoholism, damage to brain cells, memory loss, poor concentration, death (through accident or alcohol poisoning).

Social problems associated with alcohol abuse include social consequences, accidents and injuries, violence, sexual assault, increase risk of contracting sexually transmitted diseases, serious crimes resulting from impaired judgment, family problems, loss of jobs and loss of income.

## **Marijuana**

While use of marijuana is legal in the state of California for medical purposes, the school still prohibits its use on campus. Marijuana use can impair short-term memory, thinking and physical coordination. It can sometimes cause a panic reaction and can increase the risk of lung cancer and emphysema. It can interfere with judgment, attention span, concentration and overall intellectual performance all of which are essential for successful learning. Driving ability may be impaired. There is a high risk of psychological dependence and studies show that it may compromise the immune system.

## **Cocaine**

Addiction, cardiovascular system damage, including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

## **Nicotine**

Smoking is prohibited in all buildings on campus, in all forms. It is highly addictive and its use can result in a variety of physical problems including lung cancer and early death. It has recently been shown to affect the immune system and may lead to type 2 diabetes.

## **Other Inhalants**

Inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.

## **Use of “street drugs”**

Use of any illicit street drug carries the risk of being contaminated and result in unwanted effects including death.

## **“Designer Drugs”**

By modifying the chemical structure of certain drugs, underground chemists have been able to create what are loosely called ‘designer drugs’. These drugs can be much more potent and dangerous than the original substances and can produce more toxic effects. Side effects may include uncontrollable tremors, drooling, impaired speech, paralysis, hallucinations, unconsciousness, irreversible brain damage, up to an including death.

Amphetamines and methamphetamines analogs can cause nausea, blurred vision, chills, perspiration, faintness, anxiety, depression and paranoia. Even one dose can result in brain damage.

Phencyclidine analogs can cause illusions, hallucinations and impaired perception.

A variety of resources are available for treatment of alcohol or drug addiction. A search on line should produce a variety of possibilities. Also, a list of agencies offering services free or low-cost will be furnished to the student at orientation. Treatment may also be available through your health insurance plan.

An extended list of commonly abused drugs, their street names, and health consequences is included at the end of this publication.

There are also national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours a day at 1-800-252-6465. The Cocaine Hotline is 1-800-444-9999. The National Institute on Drug Abuse Hotline is available from 8:00 a.m. to 2: a.m. Monday-Friday and from 11:00 a.m. to 2:00 a.m. on weekends at 1-800-662-4357.

Persons with problems of alcohol addiction are encouraged to join a 12-step program. Meetings are available in almost any area and they are anonymous. No one has to know you go. What you see there, what you hear there, is to stay there. Meetings are free and a good place to go to listen, share and grow. Please see the list of locations available throughout San Diego County.

## **Legal Consequences**

In addition to any disciplinary action taken by the school, the violation of alcohol and drug laws can have serious consequences, including but not limited to fine and incarceration.

The Federal Controlled Substances Act provides penalties of up to 15 years in prison and fines of up to \$25,000 for the unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year imprisonment, and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under the age of twenty-one years may be punished by up to twice the terms of imprisonment and fine otherwise authorized by law.

### **Alcohol Legal Consequences**

Any person who sells, furnishes, gives or causes to be sold, furnished or given away any alcoholic beverage to any person under the age of 21 is guilty of a misdemeanor.

Any person under the age of 21 years who attempts to purchase any alcoholic beverage from a licensee, or the licensee's agent or employee is guilty of an infraction and shall be punished by a fine of not more than \$100.

Any person under the age of 21 years who has any alcoholic beverage in his possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor. This section does not apply to possession by a person under the age of 21 years making a delivery of an alcoholic beverage in pursuance of the order of his parent, or in pursuance of his employment.

It is unlawful for any person, while under the influence of any alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle and when so driving, do any act forbidden by law or neglect any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes death, or bodily harm to any person other than the driver.

It is unlawful for any person, while having 0.08 percent or more, by weight, of alcohol in his or her blood to drive a vehicle and when so driving, do any act forbidden by law or neglect any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes death or bodily injury to any person other than the driver.

No person shall drink any alcoholic beverage while driving a vehicle upon any road or highway. It is unlawful for the registered owner of any motor vehicle or driver if the registered owner is not then present in the vehicle to keep in upon any road or highway, any bottle, can or other receptacle containing any alcoholic beverage which has been opened, or a seal broken, or the content of which have been partially removed unless the container is kept in the trunk of the vehicle, or kept in some other area of the vehicle not normally occupied by the driver or passengers if the vehicle is not equipped with a trunk. A utility compartment or glove compartment shall be deemed within the area occupied by the driver and passengers.

Any person under the age of 21 years who presents or offers to any licensee, his agent or employee, any written, printed or photostatic evidence of age and identity which is false, fraudulent or not actually his own for the purpose or ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure the serving of any alcoholic beverage, or who has in his possession any false or fraudulent written, printed or photostatic evidence of age and identity is guilty of a misdemeanor and shall be punished by a fine of at least two hundred dollars (\$200) no part of which shall be suspended.

## **Inhalants Legal Consequences**

Every person who sells, dispenses or distributes toluene, or substances or material containing toluene, to any person who is less than 18 years of age shall be guilty of a misdemeanor, and upon conviction shall be fined in the sum of not less than one thousand dollars (\$1,000), more than two thousand five hundred dollars (\$2,500) or be imprisoned for not less than six months nor more than one year.

Any person who possesses nitrous oxide or any substance containing nitrous oxide, with the intent to breathe, inhale or ingest for the purpose of causing a condition of intoxication, elation, euphoria, dizziness, stupefaction, or dulling of the senses or for the purpose of, in any manner, changing, distorting, or disturbing the audio, visual or mental processes, or who knowingly and with the intent to do so is under the influence of nitrous oxide or any material containing nitrous oxide is guilty of a misdemeanor. This section shall not apply to any person who is under the influence of nitrous oxide or any material containing nitrous oxide pursuant to an administration for the purpose of medical, surgical, or dental care by a person duly licensed to administer such an agent.

## **Narcotics and Other Dangerous Drugs Legal Consequences**

Every person who possesses any controlled substance, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state shall be punished by imprisonment in the state prison.

Every person who possesses for sale any controlled substance shall be punished by imprisonment in the state prison for two, three or four years.

Every person who transports, imports into the state, sells, furnishes, administers, or gives away or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport any controlled substance, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for three, four or five years.

Every person who agrees, consents or in any manner offers to unlawfully sell, furnish, transport, administer, or give any controlled substance, or who offers, arranges, or negotiates to have such controlled substance unlawfully sold, delivered, transported, furnished, administered, or given to any person any other liquid substance or materials in lieu of any such controlled substance shall be punished by imprisonment in the county jail for not more than one year, or in the state prison.

Any person 18 years of age or older who unlawfully prepares for sale upon school grounds or a public playground, sells, or gives away a controlled substance to a minor under the age of 14 years upon the grounds of, or within, any school providing instruction in kindergarten, or any of grades 1 through 12, inclusive, during hours in which the school is open for classes or school-related programs, or upon the grounds of a public playground during the hours in which school-related programs for minors are being conducted, shall be punished by imprisonment in the state prison for five, seven, or nine years.

## Review of Policies and Procedures

An annual review of the effectiveness of the school’s drug and alcohol policies is conducted utilizing disciplinary reports from the School Director and reports from the school’s security officers. The number and seriousness of any violations reported during the year is the primary measure of proof of the effectiveness of the school’s policy. The review is conducted by the corporate officer designated to prepare the annual security report (ASR).

## San Diego County Referral Programs & Locations

### Adolescent Programs

Adolescent programs provide substance abuse treatment for adolescents and their families. Outpatient services, crisis intervention, and residential treatment services are offered in our urban and rural communities.

**Program Goals:**

- Provide developmentally appropriate substance abuse treatment services for adolescents throughout the County
- Increase access to care by reducing wait times to entering programs
- Help youth reach their full potential by ensuring 35% of participants either complete program and/or demonstrate progress
- Promote self-sufficiency by ensuring at least 90% of participants either remain in school and/or educational setting
- Contribute to the decrease in crime by ensuring 90% of participants have no new arrests

CENTRAL	EAST
<b><u>NON-RESIDENTIAL SERVICES</u></b>	<b><u>NON-RESIDENTIAL SERVICES</u></b>
McAlister Institute (MITE)	McAlister Institute (MITE)

<p>North Central Teen Recovery Center 7867 Convoy Court, Building #5, Suite 302 San Diego, CA 92111 Tel: (858) 277-4633 Fax: (858) 277-4933</p>	<p>East County North Teen Recovery Center 550 Fesler Street, Suite G-3 El Cajon, CA 92020 Tel: (619) 588-5361 Fax: (619) 588-5421</p>
<p><b>Palavra Tree</b> Central South Teen Recovery Center 1212 South 43rd Street, Suite C San Diego, CA 92113 Tel: (619) 263-7768 Fax: (619) 262-5040</p>	<p><b><u>Satellite Program</u></b> Chaparral High School 1600 North Cuyamaca Street El Cajon, CA 92020 Tel: (619) 588-5361 Fax: (619) 588-5421</p>
<p><b>Palavra Tree</b> Central North Teen Recovery Center 4001 El Cajon Boulevard, Suite 206 and 207 San Diego, CA 92105 Tel: (619) 280-2300 Fax: (619) 280-2345</p>	<p><b>McAlister Institute (MITE)</b> East County South Teen Recovery Center 7800 University Avenue, Suite A-1 La Mesa, CA 92115 Tel: (619) 465-4349 Fax: (619) 465-4739</p>
<p><b>Union of Pan Asian Communities (UPAC)</b> (Drug Medi-Cal only) 3288 El Cajon Boulevard, Suite 13 San Diego, CA 92104 Tel: (619) 521-5720 Fax: (619) 521-5728</p>	
<b>NORTH</b>	<b>SOUTH</b>
<p><b>Mental Health Systems, Inc. (MHS)</b> North Inland Teen Recovery Center 340 Rancheros Drive, Suite 166 San Marcos, CA 92069 Tel: (760) 744-3672 Fax: (760) 744-6182</p>	<p><b><u>NON-RESIDENTIAL SERVICES</u></b> <b>McAlister Institute (MITE)</b> South Bay East Teen Recovery Center 2429 Fenton Street, Building 5 Chula Vista, CA 91914 Tel: (619) 482-9300 Fax: (619) 482-9333</p>
<p><b>McAlister Institute (MITE)</b> North Rural Teen Recovery Center 323 Hunter Street Ramona, CA 92065 Tel: (760) 788-6520 Fax: (760) 788-4790</p>	<p><b><u>Satellite Program</u></b> 629 3rd Avenue Chula Vista, CA 91910 Tel: (619) 691-1045 Fax: (619) 691-1491</p>
<p><b>Phoenix House of San Diego</b> North Coastal Teen Recovery Center 785 Grand Avenue, Suite 220 Carlsbad, CA 92008 Tel: (760) 729-2830 Fax: (760) 729-2798</p>	