

# DRUG AND ALCOHOL ABUSE EDUCATION AND PREVENTION PROGRAM (DAAPP)

A Guide for Students, Faculty, and Staff

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## **Introduction**

In order to ensure a drug-free campus and workplace and in compliance to the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of General Administrative Regulations, the Drug and Alcohol Abuse Education and Prevention Program (DAAPP) of ATI COLLEGE is promulgated especially for its students, faculty, and staff. It shall remain the policy of this institution for each and every one to embrace the responsibility of protecting our environment and exemplify integrity, values, and professionalism.

The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by any student, faculty, or staff shall in no case be condoned in any manner as it adversely affects the institutional mission and educational objectives of ATI COLLEGE.

The ATI COLLEGE DAAPP contains the following policies and procedures:

1. Annual Distribution of the DAAPP to students, faculty, and staff.
2. Standards of Conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students, faculty, and staff on its premises or during any school activity.
3. Description of Applicable Legal Sanctions under the law for the unlawful possession or distribution of illegal drugs or alcohol.
4. Description of Health Risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
5. Imposition of Disciplinary Sanctions on students, faculty, and staff for violations of this policy.

Everyone is expected to adhere to this policy during the course of their enrollment or employment in ATI COLLEGE.

The ATI COLLEGE Drug and Alcohol Abuse Prevention Program will be reviewed biennially to determine its effectiveness. It will be updated, if needed, to meet the needs of the community.

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### **Distribution of the DAAPP**

1. Employee Notification. Notification of the information contained in the DAAPP will be distributed to all current faculty and staff via email on or before October 1st of each year.
2. Student Notification. Notification of the information contained in the DAAPP will be distributed to all currently enrolled students via email on or before October 1st of each year.
3. The ATI COLLEGE DAAPP will be posted at the school's website at the following URL: [www.ati.edu](http://www.ati.edu)

### **Drug and Alcohol Abuse Policy**

It is the objective of ATI COLLEGE to establish and maintain a drug-free workplace and campus. Students, faculty, and staff are forbidden to unlawfully manufacture, distribute, dispense, possess or use any controlled substance within campus premises. Violations of this policy are grounds for disciplinary action.

1. Any student failing to comply with the policy constitutes a violation of the ATI COLLEGE Code of Conduct and offenders will be subject to sanctions, consistent with local, state and federal law, up to and including suspension to dismissal.
2. Any employee in violation of the policy will be subject to disciplinary action up to and including termination of employment. Employees are required to report any drug- or alcohol-related convictions occurring in the workplace to the Administration Office no later than five (5) days after such conviction. Such conviction may also result in termination of employment.
3. ATI COLLEGE reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia by any member of its community to the local, state, and federal authorities as required.
4. Federal legislation mandates that individuals cannot receive federal aid if they have been convicted of the possession or sale of illegal drugs for an offense that occurred while they were receiving federal student aid.

## **For Students**

All newly enrolled students shall be informed of the availability of the ATI COLLEGE DAAPP during new student orientation. Hard copies of the program shall be provided by the Administration Office upon request of the student.

## **Code of Conduct**

The disciplinary standards outlined herein include rules and enforcement measures. These are the basic guidelines for conduct to be observed within campus premises, at any school-sponsored activity and, under certain circumstances, behavior outside the community.

1. At any time, ATI COLLEGE reserves the right to exclude students whose conduct is deemed undesirable or contrary to the College's best interests.
2. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards. All amendments of the Standards must be approved by the Executive Director and the President.
3. The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:
  - a. Possession of alcoholic beverages on campus or at any school activities at any time or, for all.
  - b. Intoxication of the student.
  - c. Threatening another student, faculty, staff, or administrator.
  - d. Falsification of school documents, records, or identification.
  - e. Removal of library materials without permission.
  - f. Usage of abusive language to another student, faculty, staff, or administrator.
  - g. Theft or damage of school property or fellow student's property.
  - h. Illegal intoxication with controlled substances, including drug and/or alcohol abuse.
  - i. Physical assault for any reason except clear self-defense.
  - j. Vandalism of school property.
  - k. Conviction of a crime beyond normal traffic violations.
  - l. Aiding and/or abetting in any of the above situations.
  - m. Possession of firearms or illegal weapons as defined by state and federal guidelines.

- n. Violation of any state policies or regulations governing student's relationship with the college.
4. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to Executive Director, Student Advisor, and the President.
5. Written notice of specific charge(s) made against a student shall be given at least fifteen (15) days before the student is to appear before the hearing team.
6. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the community.
7. Hearing shall remain private. The accused student is accorded the opportunity to rebut all charges. The College establishes the charges by a preponderance of the evidence.
8. The student has the right to appeal the disciplinary actions to the President, but on the grounds that fair procedure was not followed by the hearing team or that the evidence in the record does not justify the decision or the sanction.
9. A record will be kept on the disciplinary action taken, and the bases for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment.

### Disciplinary Sanctions

1. Disciplinary sanction invoked by the hearing team may involve, but is not limited to, one or a combination of the alternatives listed as follows:
  - a. **Dismissal:** Separation of the student from ATI College on a permanent basis.
  - b. **Suspension:** Separation of the student from ATI College for a specific length of time.
  - c. **Probation:** Status of the student indicating that the relationship with the College is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.
2. College policy stipulates that a student dismissed by disciplinary action, from either the College or a course, may still receive a refund of tuition or other fees subject to the tuition refund policy of the College.
3. Students dismissed for disciplinary reasons must exclude themselves from classes, activities, facilities, and buildings. Any exception must be approved by the President. Students who have not fulfilled their financial obligations to ATI College are in violation of the Enrollment Agreement. Said students may be

denied the right to graduate, take examinations, receive diploma or obtain/request transcripts of their grades.

### **For Faculty and Staff**

1. All newly hired employees of ATI College shall be provided a copy of the DAAPP during faculty and/or employee orientation. The Executive Director shall explain the policies and procedures in detail and answer any questions.
2. All faculty and staff shall be provided an electronic copy of the ATI College DAAPP annually via email.

### **Disciplinary Sanctions**

1. All faculty and staff are responsible for compliance with the Drug and Alcohol Abuse Policy of ATI College as a condition of continued employment.
2. Violations will be subject to discipline up to including immediate termination of employment.

### **Drug and Alcohol Testing for Faculty and Staff**

#### **Reasonable Cause**

Any faculty or staff who is reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances will be required to undergo an alcohol and/or drug test. "Reasonable cause" exists when an employee exhibits behavior that suggest impairment from drug and alcohol use or when job performance or safety is affected. An employee may be requested to take a drug or alcohol test if the school administrators have a reasonable belief that the employee's faculties are impaired while at work due to drug or alcohol abuse.

#### **Follow-up**

Any faculty or staff who has tested positive for drug and/or alcohol, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending on the circumstances and the employee's work history/record, ATI College may offer an employee who violates the policy or tests positive the opportunity to return to work on a last-change basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by ATI College for a minimum of one

year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee does not comply with the agreed upon terms and conditions, the employee will be subject to immediate termination from employment.

### **Consequences**

Employees who refuse to cooperate in required tests, who use, possess, buy, sell, manufacture or dispense any illegal drug in violation of this policy, or who tests positive for alcohol or illegal drug use under this policy will be disciplined, up to and including termination. Employees will be paid for time spent in alcohol or drug testing and then subject to unpaid suspension pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include the employee's direct superior, a school administrator, and the school president or designee. Should the results prove to be negative the employee will receive back pay for the times/days of suspension.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Administration Office will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

### **Inspections**

ATI College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.



## Drug and Alcohol Health Risks

	Signs & Symptoms	Health Effects
<b>Alcohol</b> is a depressant that may affect judgement and decision making abilities, slow down the central nervous system and brain functions, and reduce coordination and reflex actions.	<ul style="list-style-type: none"> <li>• Dulled mental processes</li> <li>• Lack of coordination</li> <li>• Slowed reaction time</li> <li>• Poor judgment</li> <li>• Reduced inhibitions</li> </ul>	<ul style="list-style-type: none"> <li>• Liver cancer, fatty liver, hepatitis, cirrhosis</li> <li>• Increased risk of cancer</li> <li>• Kidney disease</li> <li>• Ulcers</li> <li>• Increased acid in the stomach</li> <li>• High blood pressure and strokes</li> <li>• Heart muscle disease or heart failure</li> </ul>
<b>Marijuana</b> is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria.	<ul style="list-style-type: none"> <li>• Bloodshot eyes</li> <li>• Dry mouth and throat</li> <li>• Increased appetite</li> <li>• Impaired or reduced short-term memory and comprehension</li> <li>• Altered sense of time</li> <li>• Altered ability to perform tasks requiring concentration and coordination</li> <li>• Emphysema-like symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Respiratory track and sinus infections</li> <li>• Lowered immune system response</li> <li>• Damage to lungs and pulmonary system</li> </ul>
<b>Inhalants</b> are mood altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed.	<ul style="list-style-type: none"> <li>• Nausea</li> <li>• Sneezing</li> <li>• Coughing</li> <li>• Nosebleeds</li> <li>• Fatigue</li> <li>• Poor coordination</li> <li>• Loss of appetite</li> <li>• Decrease heart and respiratory rates</li> </ul>	<ul style="list-style-type: none"> <li>• Hepatitis</li> <li>• Brain damage</li> <li>• Debilitating effects on the central nervous system</li> <li>• Weight loss</li> <li>• Fatigue and muscle fatigue</li> <li>• Electrolyte imbalance</li> <li>• Permanent damage to nervous system</li> <li>• Disorientation, violent behavior, unconsciousness or death</li> </ul>
<b>Cocaine</b> is the most potent stimulant of organic origin and the most widely used of the stimulants. Crack is a form of cocaine.	<ul style="list-style-type: none"> <li>• Dilated pupils, insomnia, loss of appetite, tactile hallucinations</li> <li>• Paranoia, seizures, anxiety, agitation</li> <li>• Wide mood swings</li> <li>• Difficulty in concentration</li> </ul>	<ul style="list-style-type: none"> <li>• Elevated blood pressure, heart rate, respiratory rate, and body temperature</li> <li>• Death by cardiac arrest or respiratory failure</li> </ul>

<p><b>Other Stimulants</b> Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Examples are amphetamines, khat or methamphetamine.</p>	<ul style="list-style-type: none"> <li>• Mood changes, impaired concentration, impaired mental functioning</li> <li>• Swings between apathy and alertness</li> <li>• Restless, anxious and moody behavior</li> <li>• Poor coordination, sleeplessness and anxiety</li> </ul>	<ul style="list-style-type: none"> <li>• Increased heart and respiratory rates</li> <li>• Elevated blood pressure, sweating, headaches, dizziness, blurred vision</li> <li>• Rapid or irregular heartbeat</li> <li>• Tremors Physical collapse</li> </ul>
<p><b>Depressants</b> are drugs that depress the central nervous system, resulting in sedation and a decrease in bodily activity. Examples are barbiturates, GHB, rohypnol or benzodiazepines.</p>	<ul style="list-style-type: none"> <li>• Slurred speech, staggered walk</li> <li>• Altered perception</li> <li>• Mental clouding and drowsiness</li> <li>• Respiratory depression</li> </ul>	<ul style="list-style-type: none"> <li>• Physical and psychological dependence</li> <li>• Tolerance to the drug, leading the user to increase the quantity consumed</li> <li>• Coma and death</li> </ul>
<p><b>Hallucinogens</b> are drugs that distort the senses and often produce hallucinations - experiences that depart from reality. Examples are Ecstasy/MDMA, K2/Spice, Ketamine, LSD, Peyote &amp; Mescaline, Psilocybin, Marijuana/Cannabis, Steroids or Inhalants.</p>	<ul style="list-style-type: none"> <li>• Impaired concentration, confusion, and agitation</li> <li>• Muscle rigidity, profuse sweating</li> <li>• Sense of distance and estrangement</li> <li>• Muscular coordination worsens, blocked and incoherent speech</li> <li>• Dilated pupils, elevated body temperature</li> <li>• Loss of appetite, sleeplessness</li> </ul>	<ul style="list-style-type: none"> <li>• Persistent memory problems, speech difficulties</li> <li>• Mood disorders -- depression, anxiety and violent behavior</li> <li>• Paranoid and violent behavior</li> <li>• Hallucinations</li> <li>• Increased heart rate and blood pressure</li> <li>• Convulsions and coma</li> <li>• Heart and lung failure</li> </ul>
<p><b>Narcotic</b> analgesics are the most effective compounds used for pain relief. Examples are Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (Vicodin, Darvon, demerol</p>	<ul style="list-style-type: none"> <li>• Feeling of euphoria, drowsiness, nausea and vomiting</li> <li>• Constricted pupils, watery eyes and itching, low and shallow breathing</li> <li>• Clammy skin, impaired respiration</li> <li>• Convulsions</li> </ul>	<ul style="list-style-type: none"> <li>• Easy addiction</li> <li>• Coma</li> <li>• Possible death</li> </ul>

and methadone).		
<b>Bath Salts/Designer Drugs</b> are a synthetic stimulant made up on chemicals that stimulate the central nervous system. These substances are usually marketed with the warning “not intended for human consumption.”	<ul style="list-style-type: none"><li>• Agitation, irritability</li><li>• Insomnia, depression and dizziness</li><li>• Paranoia, delusions</li><li>• Nausea and vomiting, sweating</li><li>• Suicidal thoughts, panic attacks</li><li>• Impaired perception of reality</li><li>• Reduced motor control</li><li>• Decreased ability to think clearly</li></ul>	<ul style="list-style-type: none"><li>• Nosebleeds</li><li>• Chest pains</li><li>• Rapid heart rate</li><li>• Heart attack</li><li>• Seizures</li><li>• Stroke</li></ul>

## Federal Trafficking Penalties A

### Federal Trafficking Penalties for Schedules I, II, III, IV and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious bodily injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. And not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilogram or more mixture	<b>First Offense:</b> Not less than 10 yrs. And not more than life. If death or serious bodily injury, not less than 20 yrs. Or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	<b>Second Offense:</b> Not less than 20 yrs. And not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 100-999 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 gram or more pure or 1 kilogram or more mixture	

Federal Trafficking Penalties tables were obtained from the U.S. Drug Enforcement Administration <http://www.justice.gov/dea/druginfo/ftp3/shtml>

## Federal Trafficking Penalties B

Substance/Quantity	Penalty
Any amount of other schedule I & II substances	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. Or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
Any drug product containing gamma hydroxybutyric acid	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 gram	
Any amount of other schedule III drugs	<p><b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any amount of all other schedule IV drugs (other than one gram or more of flunitrazepam)	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any amount of all schedule V drugs	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Trafficking Penalties tables were obtained from the U.S. Drug Enforcement Administration <http://www.justice.gov/dea/druginfo/ftp3.shtml>

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## Biennial Review

A biennial review will be conducted by ATI College in compliance to the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of General Administrative Regulations. The purpose of the review is to:

1. Determine the effectiveness and implement changes to the DAAPP, if needed; and,
2. Ensure that the disciplinary sanctions described in the program are consistently enforced.

The Management shall meet biennially to discuss documented instances where the Drug and Alcohol Abuse Policy has been violated. The Committee will submit its findings to the President and present improvements and/or change to the program. A report of the biennial review will be available in the Administration Office.