

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

DRUG-FREE WORKPLACE ACT

POLICY

A. Drug and Alcohol Policy/Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited at the Institute or in any of its activities.

No employee or student shall report to work or school under the influence of a controlled substance used in an unlawful manner. Any employee or student determined to have violated this policy is subject to disciplinary action including suspension and dismissal.

Pursuant to federal law, all employees must notify the Director of Human Resources or a member of the executive committee no later than five days after any criminal drug statute conviction for a violation occurring in the workplace. Within ten days of receiving actual notice of such a conviction, from the employee or otherwise, the Institute will notify the appropriate federal agency that an employee engaged in the performance of a federal contract or grant has been convicted of a criminal drug statute violation. Within 30 days of receiving such notice, the Institute will take appropriate disciplinary action, up to and including dismissal, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program. It also is a violation of this policy for any employee to report for work under the influence of alcohol or to become under the influence of alcohol while at work, or for students to attend class under the influence of alcohol or to become under the influence of alcohol at any Institute activity.

B. Sanctions

The Institute, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Institute will apply sanctions that could lead to a student being fined, suspended or expelled or any employee being disciplined, suspended or dismissed for violation of the Institute's standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student or employee's expense, if necessary.

C. Abuse Counseling

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment and rehabilitation facilities available in our area where students and employees may seek advice and treatment from the school counselor in the Student Services Department or from the area resources listed in Appendix A.

There are also organizations that may be contacted for help. The Alcoholism and Drug Abuse Hotline (1-800-252-6465) and the Cocaine Hotline (1-800-2742042) are open 24 hours a day. The National Institute on Drug Abuse Hotline (1800-662-4357) is available from 8 a.m. to 2 a.m., Monday through Friday and from 11 a.m. to 2 a.m. on weekends.

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changed in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness and/or early departures
- relationship problems with family, friends and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

We recommend that students who observe the above changes in either staff or other students immediately notify the school counselor. Employees should contact the school president or director of human resources. Caution must be observed not to wrongly accuse a person suspected of taking drugs or using alcohol.

D. Effects of Drugs and Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on the mind and body, which are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, family or friends that can result from the drug or alcohol use and abuse can be tragic.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

- Increased risks of accidents and injuries
- Alcohol related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination and impairs vision
- Fatal overdose
- Blackouts
- Unconsciousness
- Death by aspiration of vomit
- Nausea
- Vomiting
- Gastritis

Possible Long Term Effects of Excessive Drinking

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males - testicular atrophy and breast enlargement
- In females - increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10 - 12 years.

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men - lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Amphetamines ("Speed". "Uppers")

- Malnutrition
- Hallucinations
- Tolerance, psychological and sometimes physical

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Tolerance, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Tolerance can develop
- Overdose leading to convulsions, coma, death

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

IV Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared.

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- relationship problems with family, friends and co-workers
- unusual outbursts of anger and hostility
- social withdrawal



Employees who observe the above changes in other employees should contact the Director of Human Resources. **Caution: Must be observed in order not to wrongly accuse a person suspected of taking drugs or using alcohol.**

APPENDIX A

DRUG AND ALCOHOL RESOURCES

Al-Anon (818) 760-7122

- Offers a support system to relatives and families of individuals with a drinking problem. Al-Anon is a support group for adults.

Alcoholics Anonymous (AA) (310) 474-7339

- A worldwide fellowship of men and women whose only purpose is to stay sober themselves and help others who suffer from alcoholism.

Crystal Meth Anon (CMA) (213) 488-4455

- Offers information on where and when to get help with addiction to crystal meth.

LA County Drug and Alcohol Hotline (800) 564-6600

Nar-Anon (310) 547-5800

- 302 W. 5th Street, San Pedro, CA 90731
- Support for the friends and relatives of drug addicted people

Narcotics Anonymous (NA) (310) 390-0279

- Provides support to families/friends of individuals with a drug problem.

Counseling - A Crisis and Referral Line (800) 606-8336

- Provides crisis and referral services for emergency intervention.