



DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Agency	Telephone Number
The Alcoholism and Drug Abuse Hotline	1-800-252-6465
The Cocaine Hotline at Recovery.org	1-855-948-7668
The National Institute on Drug Abuse Treatment Referral Hotline	1-800-662-4357
Al Anon for Families of Alcoholics	1-888-425-2666



Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

Standards of Conduct

Use of illegal drugs, and the illegal use of alcoholic beverages, is identified as “conduct that adversely affects the community.” National Career College’s regulations prohibit any unlawful possession, use, distribution, or sale of alcohol and other drugs by College students, faculty, staff, or guests of the College, on College property and at all College sponsored events.

National Career College students and employees are also prohibited from the illegal use of drugs or alcohol whether on or off campus.

The legal age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating standards for student conduct. Additionally, excessive use of alcohol can lead to additional violations, such as driving while intoxicated or public intoxication.

Disciplinary Sanctions

The penalties for misconduct range from admonition to dismissal. Typically, students who have violated this policy or the Student Code of Conduct (outlined in the National Career College School Catalog) will be referred to the PD for assessment. Examples of sanctions include:

1. Written warning
2. Probation
3. Suspension
4. Dismissal

Employees or staff that are not in compliance with this policy (or the drug policies outlined in the employee manual) will be referred to the Compliance Department and may be suspended, lose wages, or be terminated.

In addition, known student or employee violations, if required by state law, will be brought to the attention of local law, state, and or federal enforcement agencies.

Disciplinary sanctions may also include completion of an appropriate rehabilitation program.

In addition to College imposed sanctions, local law, state, and federal enforcement sanctions may also be imposed, including, but not limited to the following:

- ***Panorama City Campus*** – Underage consumption and or possession of alcohol is considered a



misdeemeanor, with driving privileges suspended for one year and \$125 fee. If you are found with an open container of alcohol in a motor vehicle, it is a misdemeanor and \$390 fine. Driving under the influence is a misdemeanor with 48 hours to 6 months of jail time and up to \$1,000 in fines. If you are found in possession of narcotics, it is an instant felony with 2 years to 10 years jail time plus fines. Additional offenses increase penalties.

- **Federal** – Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or federal benefits, such as student loans, grants, and controls; successful completion of a drug treatment program, community service; and ineligibility to receive or purchase a firearm. See Federal Controlled Substances Act at 21 USC 800.

Health Risks

Specific serious health risks are associated with the use of alcohol and illicit drugs. Some of the major risks are listed below.

General Risks:

- Physical and mental dependence
- Memory Loss
- Violent behavior, aggressive acts, and angry feelings
- Headaches
- Nausea or vomiting
- Muscle weakness
- A drug tolerance
- Liver, lung, and kidney problems
- Brain damage
- Hallucinations, tremors, and convulsions
- Hyperactivity or sluggish behavior
- Poor academic performance
- Unwanted sexual activity (i.e. date rape)
- Sexually transmitted diseases, including HIV/AIDS
- Unwanted pregnancy
- Impact on future career prospects
- Adverse effects from withdrawal

Specific Risks:

Alcohol and Other Depressants (barbiturates, sedatives, tranquilizers) – Addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants,



damage to a developing fetus, heart and liver damage.

Marijuana – Impaired short-term memory, thinking, and physical coordination. Can cause panic reaction and increase risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration, and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromises 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 – Tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Compromises the immune system.

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.

Prescription Drug Abuse – Adverse reactions, dependency, withdrawal, and overdose.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS TO DETERMINE THEIR EFFICIENCY AND NEED FOR UPDATES. AS NEEDED, DATA IS UPDATED BIANNUALLY AND PROVIDED TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.