

POLICY

Procedure Name: Drug & Alcohol Free Schools and Campuses

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Approval Initials: NJM

POLICY MANUAL DISTRIBUTION:

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| <input checked="" type="checkbox"/> Employee Orientation | <input type="checkbox"/> Executive Assistant | <input type="checkbox"/> Admissions Representatives |
| <input type="checkbox"/> Safety Orientation | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Program Managers |
| <input checked="" type="checkbox"/> All Staff | <input type="checkbox"/> Career Development | <input type="checkbox"/> Instructors |
| <input type="checkbox"/> Campus Director | <input type="checkbox"/> Accounting Coordinator | <input type="checkbox"/> Students |
| <input type="checkbox"/> Community Relations Director | <input type="checkbox"/> Admissions Coordinator | <input type="checkbox"/> Good Forms Book |

Drug & Alcohol Free Schools and Campuses

As part of the "Drug Free Schools and Campuses" regulations (Section 22 of the 1989 Drug Free Schools and Communities Act) we must notify students and employees/students of our regulations regarding the prohibition of the unlawful possession, use, or distribution of illicit drugs and alcohol on the institution's property or as any part of its activities.

Arizona College, as a post secondary educational institution, feels it has a special responsibility to enforce any applicable policies and laws which are covered by this Act. The following is policy as Applicable to Arizona College's employees/students regarding this act.

1. Arizona College has located resources, which might assist employees/students who find they are having difficulty with controlled substances or alcohol. These resources will assist in referral and or treatment. If Arizona College of Allied Health refers an employee/student to one or more of these agencies and the employee/student refuses, Arizona College reserves the right (consistent with local, state, and federal law) to take action, up to and including suspension and/or termination.
2. Any Arizona College employee or Student who consumes or distributes drugs or alcohol on school premises will be counseled, referred to an agency and be suspended or terminated, depending on the actions of the employee/student and their cooperation in rehabilitative efforts. If Arizona College feels these efforts or the severity of the situation warrants, the employee/student may be terminated.
3. Applicable laws in the state of Arizona, of course, prohibit the use or distribution of all illicit drugs. Arizona laws regarding drinking age, the use of false identification and the use of illicit drugs or the distribution of same are well publicized.

Abuse of legal or illegal drugs and alcohol can cause physical, mental, emotional, and social harm. Long term side effects of chronic abuse of drugs, especially by

intravenous use, can lead to life-threatening complications such as bacterial endocarditis, hepatitis, thrombophlebitis, pulmonary emboli, gangrene, malnutrition, gastrointestinal disturbances, respiratory infections, musculoskeletal dysfunction, trauma and psychosis. Chronic alcohol abuse brings with it a vast array of physical and mental complications: gastritis, acute pancreatitis, anemia, malnutrition and other nutritional deficiencies, hepatitis, cirrhosis, cardiomyopathy, congestive heart failure, and organic brain damage.

4. It is clear that Arizona College cannot offer treatment or counseling for employees/students. Rather, we feel it is our responsibility to be prepared to state available resources in our community for this purpose.
5. Employees/students convicted of violating any criminal drug statute must notify the Vice-President of Operations within five (5) days of the conviction.