



Drug & Alcohol Use Policy

DRUG & ALCOHOL POLICY

INTRODUCTION

Regional Center for Border Health, Inc. is extremely concerned about the well-being of its employees and students. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Alcohol and drug abuse not only has an adverse effect on job performance and employee and student safety, but also on the health and welfare of the entire community.

The costs of drug and alcohol abuse are staggering. The monetary expense for having a drug habit can be from \$200 to \$3,000 per week. This is just the beginning, and only the dollar value. The costs are also high to family, lifestyle, and career.

POLICY

Regional Center for Border Health, Inc. has developed a very strong and rigidly enforced policy for both employees and students regarding drug and alcohol abuse:

**REGIONAL CENTER FOR BORDER HEALTH, INC. CANNOT, AND WILL NOT,
CONDONE DRUG OR
ALCOHOL ABUSE ON THE PART OF ITS EMPLOYEES OR STUDENTS.**

DRUGS (INCLUDING MARIJUANA USE) AND ALCOHOL

The RCBH / CHC prohibits the use of alcohol and drugs (including marijuana) at the college without regard to whether the use in the case of marijuana is consistent with the Arizona Medical Marijuana Act passed by the Arizona voters in 2010. Employees and students are required to report to their supervisor/instructor and or the Human Resources Department or the President/CEO any incident (s) involving any co-worker or student using drugs or alcohol in campus.

Regional Center for Border Health, Inc. recognizes that alcoholism and drug abuse may have an adverse effect on job and/or classroom performance and is concerned with this impact. In addition, Regional Center for Border Health, Inc. recognizes that both problems can be successfully treated, enabling either the employee or student to return to a satisfactory performance level.

In accordance with the Arizona Revised Statute § 23-493 et seq., Regional Center for Border Health, Inc. is adopting the following written substance abuse policy. This policy applies to all students and compensated employees of Regional Center for Border Health, Inc.

PURPOSE

The purpose of this policy is to:

- Establish and maintain a safe, healthy working and learning environment for all employees and students;
- Encourage counseling and rehabilitation assistance for those employees and students who seek help;
- Ensure the reputation of Anthem Education Group, its employees and students within the community at large;
- Reduce the number of accidental injuries to persons or property;
- Reduce absenteeism and tardiness; and
- Improve productivity and performance.

DEFINITIONS

As used in this Policy, the following terms shall have the following meanings:

- "Alcohol" means liquor, beer, wine or any other beverage containing alcohol.
- "Drug" means any substance considered unlawful under the Controlled Substances Act, or the metabolite of the substance.
- "Property" and "Regional Center for Border Health, Inc." means all land, buildings, structures, parking lots, equipment and means of transportation owned, possessed or leased by a Regional Center for Border Health, Inc. location.

STANDARDS OF CONDUCT

Regional Center for Border Health, Inc./College of Health Careers does not allow use of drugs or alcohol during the program unless specifically prescribed by their attending physician. Students must provide a recent prescribed bottle of medication to the Director of Clinical Instruction for approval to be admitted to the program of study. Medical marijuana is considered a banned drug even if a prescription is present. Absolutely no use of alcohol during the educational programs.

The following constitute Regional Center for Border Health, Inc. rules regarding substance abuse.

- All employees and students are prohibited from being under the influence of Alcohol, illegal Drugs or non-prescribed Drugs during working or school hours.
- The manufacture, use, sale, possession, transfer or purchase of Drugs, including, but not limited to, a non-prescribed controlled substance on Anthem Education Group's Property, while performing Anthem Education Group business or while engaged in any officially sponsored off-campus activity is strictly prohibited. This includes field trips and student-sponsored social activities if they are considered sponsored by the school.
- No prescription Drugs may be brought on College of Health Careers Property by any person other than the person for whom it is prescribed. Such Drugs may be used only in the manner, combination and quantity prescribed. If the use of such Drugs or over-the-counter Drugs may affect behavior or performance, employees and students must advise Anthem Education Group of the use of such Drugs.

Programs with Specific Requirements

- Nursing Assistant Program:
 - The AZ Board of Nursing requires each Nursing Assistant program candidate submit to a drug screen prior to admission to the program;
 - If a student tests positive for a specific drug, a recent (30 days old or less) prescription bottle, with current contents, is to be presented to the Director of Clinical Instruction for approval to be admitted to the program;
 - All candidates that test positive for illegal substances will be rejected from the program;
 - Other programs do not have specific requirements at this time.

For Cause Testing

The Regional Center for Border Health, Inc./College of Health Careers reserves the right to perform random drug screens on any student that presents with “suspicious” behavior suggesting drug or alcohol use during school time.

If a random drug screen is performed and a student tests positive, that student will be immediately terminated from the program. This termination will be recorded in the permanent student file & reported to any sponsoring financial agency.

If a random drug screen is performed and a student tests positive AND has a valid current prescription from a physician, the student will be assessed for the ability to continue the program. The Director of Clinical Instruction will be responsible for making this assessment & determination. If the student is deemed unsafe to continue the program, the student will be dropped from the program and possibly allowed to enter into the follow on program.

Violation of the above standards, including a violation discovered or confirmed by a positive drug test, may result in disciplinary action. The specific disciplinary action taken is dependent upon the circumstances of each particular violation, and the nature and severity of the conduct involved. Action taken in response to violations of this policy may include any or all of the following, in addition to all methods of discipline ordinarily available to Anthem Education Group schools for violations of Anthem Education Group policy:

- Suspension of the student or employee for a designated period of time, with return contingent upon satisfactory completion of a substance abuse assistance or rehabilitation program. Employees may be suspended with or without pay.
- Expulsion/Termination.
- Referral to appropriate state, local or federal law enforcement agencies.
- Probation for a specified amount of time.

Each employee and student has a responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize safety, including any violation of this policy. Any employee or student who fails to report such a violation will be subject to discipline, up to and including termination.

Employees and students must notify Regional Center for Border Health, Inc. of any criminal Drug statute conviction for a violation occurring in the workplace/school place within five calendar days after the conviction.

TESTING POLICY & PROCEDURES

Drug and Alcohol testing may be conducted under the following circumstances:

- On a random basis;
- If Regional Center for Border Health, Inc. believes that an employee or student has been observed possessing or using a prohibited substance on the job;
- When Regional Center for Border Health, Inc. reasonably believes that an employee or student may be affected by the use of Drugs or Alcohol and that the use may adversely affect performance or the environment;
- When Regional Center for Border Health, Inc. reasonably believes that an employee or student is impaired during working or school hours or while engaged in school business, or a school-sponsored activity; and
- Any employee or student who has had a positive Drug or Alcohol impairment test may be subjected to periodic, random testing, for a period of one year from a positive Drug or Alcohol impairment test.
 - Refusal to participate in Drug or Alcohol impairment testing when requested to do so, or refusal to accept the terms and conditions of testing as specified in this policy, may result in disciplinary action, up to and including expulsion for students and termination for employees of Anthem Education Group. If applicable, prospective employees or students who refuse to undergo Drug or Alcohol impairment testing are not eligible for hire or admission.
 - Employees and students have the right, upon written request, to obtain a copy of the written test results.
 - Regional Center for Border Health, Inc. will not release information relating to testing, including test results, to any third parties except upon written authorization of the employee or student, or when legally compelled to do so.

The following testing methods and procedures will be followed:

- Testing will ordinarily be conducted during, immediately before, or immediately after, regularly scheduled work or school hours. For current employees, time spent in testing, and in traveling to and from the regular work site to the place of testing, is work time.
- Whenever a Drug or Alcohol impairment test is done at the request of Regional Center for Border Health, Inc. pursuant to this policy, the school will pay the actual costs of the testing. In addition, when testing is done at locations other than at the school facility, the school will pay reasonable transportation costs for travel to and from the site to the testing location.
- Testing shall be conducted under the following conditions:
 - Sample collection shall be performed under reasonable and sanitary conditions.
 - Sample collections shall be labeled in such a way as to reasonably preclude the possibility of misidentification of test results.

- Prior to testing, the individual shall be provided with an opportunity to notify Anthem Education Group of any information relevant to the test.
- Sample collection, storage, and transportation, where necessary, shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.
- Sample testing will be done in such a way as to comply with scientifically accepted analytical methods and procedures, and by a laboratory approved or certified by, at least, one of the following: (a) United States Department of Health and Human Services; (b) College of American Pathologists; or (c) the Arizona Department of Health Services.
- Upon the written request of the individual, positive drug test results shall be confirmed by a subsequent test, using a different chemical process than used in the initial drug screen. A chromatographic technique or another comparably reliable analytic method will be conducted confirming tests.
- Following a positive test result, employees and students have the right to explain that result, upon request, in a confidential setting.

EMPLOYEE/STUDENT ASSISTANCE

Employees with substance abuse problems are encouraged to contact their direct supervisor or any other manager for assistance. Students should contact their Student Services Advisor or School Counselor (if applicable). It is in the employee's or student's best interest to seek assistance for a substance abuse problem because continued performance problems, attendance problems or behavioral problems will jeopardize an employee's job and a student's continued attendance at Regional Center for Border Health, Inc. At the employee's or student's request, Regional Center for Border Health, Inc. will refer him or her to an agency or clinic for professional help.

Anyone requesting assistance must do so prior to any testing. Requests for assistance at the time of testing will not be honored.

SANCTIONS AND PENALTIES

Consequences or sanctions for violating the school's Drug and Alcohol policies will be determined by the severity of the situation. They will include one or more of the following: assistance, counseling, education, community service, special projects, attendance at community support groups, and other sanctions as deemed appropriate, which include expulsion from school, termination of employment, and referral to civil authorities for prosecution. Federal penalties for conviction range from a fine of \$1,000 up to \$20,000,000 and/or life imprisonment. The exact penalty depends on the nature and the severity of the offense. Additional state penalties and sanctions may apply.

Students convicted of drug statute offenses will be ineligible for Federal Financial Aid.

Federal Trafficking Penalties

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	<p>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: 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.</p>	Cocaine 5 kilograms or more mixture	<p>First Offense: 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.</p> <p>Second Offense: 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.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
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	
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 50-499 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 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more that 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.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<p>Second Offense: 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.</p>		
Flunitrazepam (Schedule IV) 1 Gram		<p>Second Offense: 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.</p>		
Any Amount Of Other Schedule III Drugs		<p>First Offense: 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>Second Offense: 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>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: 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>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

FEDERAL TRAFFICKING PENALTIES – MARIJUANA

<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p>First Offense: 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 other than an individual.</p>
<p>Hashish More than 10 kilograms</p>	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Hashish Oil More than 1 kilogram</p>	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p>	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>1 to 49 marijuana plants</p>	
<p>Hashish 10 kilograms or less</p>	
<p>Hashish Oil 1 kilogram or less</p>	

Title 21 United States Code (USC) Controlled Substance Act with regards to Penalties for Illegal Possession of a Controlled Substance:

21 U.S.C. Section 844 Simple Possession (a)

- First conviction: May be sentenced to a term of imprisonment of not more than 1 year, and shall be fined a minimum of \$1,000, or both.
- After one prior drug conviction: shall be sentenced to a term of imprisonment for not less than 15 days but not more than 2 years, and shall be fined a minimum of \$2,500 or both

- After two or more prior drug convictions: shall be sentenced to a term of imprisonment for not less than 90 days but not more than 3 years, and shall be fined a minimum of \$5,000 or both.
- Special Sentencing provisions for possession of crack cocaine are mandatory: shall be imprisoned not less than 5 years and not more than 20 years, and fined a minimum of \$1,000, or both, if:
 - This is the first conviction and the amount of crack possessed exceeds five grams.
 - A second conviction and the amount in possession exceed three grams.
 - A Third or subsequent conviction and the amount possessed exceeds one gram.

21 U.S.C. Section 853 Criminal Forfeitures (a)

- Any person convicted of a violation punishable by imprisonment for more than one year shall forfeit personal and real property, used to directly or indirectly to facilitate possession, to the United States, irrespective of any provision of State law.

21 U.S.C. Section 881 Forfeitures (a)(4)

- All conveyances, including aircraft, vehicles, or vessels, which are used, or are intended for use, to transport, or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of all controlled substances.

Health Risks of Drug & Alcohol Use

Alcohol

- Mouth and Esophagus: Alcohol irritates the delicate linings of the throat and esophagus. That is why it causes a burning sensation as it goes down.
- Stomach and Intestines: Alcohol also irritates the stomach's protective lining and can result in gastric or duodenal ulcers. In the small intestine, alcohol blocks absorption of substances such as thiamine, folic acid, xylose, fat, vitamin B1, vitamin B12, and acids.
- Bloodstream: 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Alcohol causes a slowing of the circulation systems and deprives tissues of oxygen. Alcohol also slows the ability of white blood cells to engulf and destroy bacteria, and also decreases the clotting ability of blood platelets.
- Pancreas: Alcohol irritates the cells of the pancreas and can lead to acute hemorrhagic pancreatitis, which can destroy the pancreas and create a lack of insulin.

- Liver: Alcohol inflames and destroys the cells of the liver. This condition prevents bile from being properly filtered through the liver, causing yellow jaundice.
- Heart: Alcohol causes inflammation of the heart muscle.
- Urinary Bladder and Kidneys: Alcohol inflames the lining of the urinary bladder. In the kidneys, alcohol causes an increased loss of fluids through its irritating effect.
- Sex Glands: Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability of the male and female to climax during intercourse.
- Brain: The most dramatic and noticed effect alcohol has is on the brain. It produces lack of coordination, confusion, disorientation, stupor, anesthesia, coma and possibly death.

Cocaine/Crack

- Eyes: Cocaine users have increased sensitivity to light because of pupil dilation, may see fuzzily, or see "floaters," and may have double vision or image distortion.
- Nose and Mouth: Cocaine numbs the nerve endings upon contact. As the drug wears off, it causes stuffiness and the nasal membranes become tender, inflamed, and dries up. Sinus headaches can also be a result.
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- Heart: Cocaine increases blood pressure and heart rate by constricting the arteries. In some users, this can cause a heart attack. It can also interfere with the pumping action of the heart and cause irregular heartbeat.
- Gastrointestinal System: Cocaine can cause inflammation and breakdown of small and medium arteries. It is also a natural laxative and diuretic.
- Respiratory System: Cocaine can cause breathing rate to increase and may cause or contribute to respiratory failure.
- Reproduction: Cocaine may cause miscarriages, stillbirths, premature labor, or premature delivery. Cocaine crosses through the placenta; consequently the baby may be born addicted. It may also cause malformed kidneys and genitals and increase the risk of seizures and crib death (sudden infant death syndrome). Cocaine can also be passed to babies through breast milk.
- Brain and Central Nervous System: Cocaine stimulates the CNS which can result in restlessness, tremors, or convulsions. It alters the normal electrical activity of the brain, which can result in seizures similar to epilepsy, or affect normal heart and breathing rates. Cocaine can contribute to strokes through the increase of blood pressure, causing blood

vessels to rupture in the brain. It affects the reward centers in the brain by triggering an intense craving for more of the drug.

Nicotine

- Mouth, Larynx, and Esophagus: Smokers have three times as many cavities and lose their teeth three times more often than non-smokers. Tobacco, whether smoked or chewed, is the leading cause of cancer of the cheeks, gums, palate, tongue and lips. One pack of cigarettes smoked per day increases the chance of cancer of the esophagus by as much as 500%.
- Stomach and Heart: Nicotine constricts the small arteries. This can cause an insufficient supply of oxygen to the heart and heart attacks. Nicotine causes secretion of excessive amounts of gastric acids and delays healing of ulcers. Twice as many smokers experience peptic ulcers than non-smokers.
- Pancreas, Bladder and Kidneys: Carcinogens absorbed from tobacco smoke and smokeless tobacco are concentrated and excreted in the urine. Consequently, the bladder and kidneys are in constant contact with these substances. Smokers have a 50% greater rate of kidney cancer, three times the risk of bladder cancer and a 100% increased risk of pancreatic cancer.
- Bronchia and Lungs: Smoking causes the lungs and bronchial passages to become inflamed and congested and predisposes smokers to emphysema. Emphysema is a stretching and breaking of the tiny air sacs of the lungs, which makes them useless for breathing. Smokers are ten times more likely to die of lung cancer than non-smokers.
- Reproduction: Babies born to women who smoke are lighter and smaller than those born to non-smokers. This is important because birth weight is a predictor of infant health. Smoking can contribute to infertility in women. Women who take birth control pills and smoke run a greater risk of cancer.
- Brain: Nicotine constricts blood vessels and restricts oxygen supply which affects brain function. A combination of high blood pressure and smoking is associated with stroke, the third leading cause of death in the United States.

Amphetamine/Methamphetamine/Speed/Ice/Crystal

- Eyes: Speed dilates the pupils and can cause blurred vision.
- Nose and Mouth: Speed causes itchy nose, dry mouth and bad breath.
- Skin: Speed can cause hives, severe acne, skin sores and general flushing.

- Heart: Speed causes palpitations (increased heart rate), high blood pressure and heart attacks.
- Gastrointestinal System: Speed contributes to extreme weight loss (through appetite suppression and associated poor health habits), vitamin deficiencies, ulcers and vomiting.
- Central Nervous System: Speed causes insomnia and extended wakefulness, teeth grinding, nervous ticks, dizziness, numbness in the hands and/or feet, depletion of dopamine in the nerve cells and the possibility of burning out nerve endings.
- Reproduction: Speed used by pregnant women can cause a poorly developed brain stem in the infant, which contributes to or may cause crib death. It can increase the possibility of premature labor and postpartum hemorrhage. It contributes to smaller than normal babies, feeding difficulties in infants, slower development and decreased alertness.
- General Systemic Effects: Speed can damage the brain, heart, lungs, kidneys and liver; it lowers the resistance to disease; it can cause increased or excessive perspiration; and affects the body's temperature regulating system.

Marijuana

- Eyes and Skin: Marijuana smokers may have inflamed, watery eyes and develop wrinkled skin due to irritants present in the smoke.
- Mouth, Larynx, Esophagus: Marijuana contains 50% more tar than tobacco and 400 other identified chemicals. Using 3-5 marijuana joints a week is the equivalent of smoking 16 cigarettes daily.

Smoking in general is associated with gum disease, loss of teeth, and cancer of the cheeks, gums, palate, tongue, lips, larynx and esophagus.

- Heart: Smoking one marijuana joint may cause increases in heart rate and blood pressure by as much as 50%.
- Bladder and Kidneys: Concentration of tars, carcinogens and chemicals from marijuana in the kidneys and bladder is associated with cancers in these organs.
- Bronchia and Lungs: Marijuana is a respiratory irritant that causes sore throats and chronic coughs.
- Reproduction: The gonads are high fat organs that absorb and hold more THC than most other cells of the body. Males experience lower testosterone levels--essential for the development of secondary male characteristics. Users may experience impotency and infertility. Females may experience infertility, pregnancy complications and changes in sexual characteristics.
- Brain and Central Nervous System: Marijuana use causes the synaptic cleft to enlarge, which may result in impairment of speech, comprehension, memory and sleep.

DRUG PREVENTION PROGRAM

AVAILABLE COUNSELING, ASSISTANCE, & REFERRALS:

Counseling and referrals to outside agencies are available to both students and staff from the Student Services Department, which has an "open door" policy.

Counseling records and information about employees and students will be kept in a confidential manner. Only referrals to the Student Services Department due to disciplinary action will be documented in the employee or student file, or the school's Public Crime Log.

Students who suspect they have an Alcohol or Drug abuse problem, whether or not they feel their work or classroom performance is being affected, are encouraged to seek advice or assistance through the Student Services Department, School Counselor, or other outside agency. Any employee that suspects they have an Alcohol or Drug abuse problem, whether or not they feel their work is being affected, are encouraged to seek advice from their manager, Student Services Department, School Counselor, or other outside agency. In addition, both employees and students may be referred by their supervisors or instructors, etc., to the Student Services Department to discuss such personal issues.

Drug and Alcohol Abuse Seminars or Awareness Workshops may be scheduled intermittently throughout the year. Notices will be posted on student bulletin boards and in the employee lounges.

Regional Center for Border Health, Inc. supports the Drug-Free Schools and Communities Act. The Student Services Department provides intervention information and referrals about health risks and available treatment/counseling programs to help any students or any employees in overcoming dependencies.