



MTI COLLEGE

Drug and Alcohol Policy For a Drug-Free Campus and Workplace Campus-wide

Policy:

MTI College is committed to providing a safe and healthy environment for all members of our campus community. In accordance with this commitment, MTI expressly prohibits the unlawful possession, use, or distribution of any illicit drug (including marijuana), alcohol, or other controlled substance by students or employees on college property or at college-sponsored activities or events including MTI graduation ceremonies. Further, this policy expressly prohibits students and employees from being under the influence of any of the above listed items while engaged in work, study or college-sponsored activities on or off campus. This does not include the use of legally prescribed medication that does not adversely affect work or study ability, job or classroom performance, or the safety of the individual or others. Please note: While the possession and use of marijuana is legal in the state of California, it is still not legal under federal law and is therefore covered under this policy.

All students and employees are required to notify MTI of a student's or employee's use of drugs or alcohol on campus or in the workplace in violation of the policy outlined above. Any student or employee found to be in violation of the MTI Drug and Alcohol policy may be subject to a reasonable suspicion drug and/or alcohol test, and will be subject to disciplinary action up to and including termination of employment or enrollment. Specific disciplinary action will be based upon the severity of the policy breach as well as the student or employee's past disciplinary record.

As an institution of higher learning which participates in federally funded and/or guaranteed student loan programs, MTI is subject to and committed to complying with the provisions of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In accordance with the requirements contained in those Acts and MTI's commitment to maintaining a Drug-Free Campus and Workplace, all students and employees must abide by the above standards of conduct as a condition of enrollment and employment. In addition, all students and employees are required, as a condition of their school admission or employment, to notify the Personnel Officer of any criminal drug statute conviction for a violation occurring during a period of enrollment or in the workplace, such notice to be no later than five days after such conviction.

Reasonable Suspicion Drug and/or Alcohol Testing

Where there is a reasonable suspicion that a student or employee is impaired while on campus due to illegal drug and/or alcohol use, the student or employee may be required to submit to a drug and/or alcohol test. A reasonable suspicion means that there are reasonable grounds to suspect that a test will provide evidence that the student/employee has violated school policy. Reasonable suspicion may be based on, among other things, physical symptoms and abnormal behavior including but not limited to the following:

- Odor of alcohol or marijuana on the body or breath with observed behavior issues
- Slurred speech
- Unsteady standing or walking
- Impaired manual dexterity
- Inability/difficulty completing routine tasks
- Disorientation or confusion
- Erratic or unusual behavior
- Drowsiness/sleepiness
- Unusually aggressive behavior
- Rapid changes in mood

- Dilated pupils

Please Note: The symptoms listed above can be attributed to causes other than drugs or alcohol. Primary concern should be on the individual and the specific changes in his/her behavior or performance, rather than suspicions of drug or alcohol use.

Legal and Other Sanctions Relating to Drug and Alcohol Violations

MTI has attached a list describing the applicable legal sanctions under local, State, or Federal law for the unlawful use, possession or distribution of illicit drugs or alcohol. Any staff, faculty, or student violating any of the described laws could be subject to fines and imprisonment. Further, any staff, faculty, or student who violates MTI's stated Drug-Free Campus and Workplace policies shall be subject to corrective action, such as completion of a substance abuse program or counseling at the employee's or student's expense, or disciplinary action up to and including the possibility of termination of employment or dismissal from the institution, as well as referral for criminal prosecution. Finally, all students should be aware that a conviction for any offense, during a period of enrollment for which the student was receiving federal financial aid program funds, under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any federal student grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

Health Risks

The abuse of drugs or alcohol can cause serious health problems for an individual, and their use and abuse are not compatible with the campus or workplace environment at MTI College. In addition to being extremely harmful to a person's health, use of drugs and alcohol interfere with productivity, alertness and the ability to make good decisions. This makes learning or working under the influence of either drugs or alcohol a danger to both the student or employee and those who are around him. MTI has attached a list enumerating many of the specific health risks associated with the use/abuse of the more common controlled substances and alcohol. Awareness of the health risks involved in the use of drugs and alcohol will hopefully make each student and employee make better decisions regarding their use.

Drug or Alcohol Counseling, Treatment, or Rehabilitation Programs

MTI College has attached a list of local drug or alcohol counseling, treatment, and/or rehabilitation programs that are available to students and employees at the student's or employee's expense. Some offer residential treatment options while others have outpatient services. Some also offer sliding fee schedules based on ability to pay. Students or employees with substance abuse and dependency problems are encouraged to seek assistance voluntarily from providers on this list or from any number of others offering help in this area.

Procedure:

General

- In accordance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, MTI College distributes its Drug-Free Campus and Workplace Policy to each student and employee at least annually as follows:
 - The full version of this policy resides on the MTI e-learning website for students and employees to reference.
 - The college catalog and the personnel manual contains a brief summary of the policy and a reference to the full policy online. The e-learning website includes this policy and a list of resources for students in need of assistance.
 - New employees receive a full version of the policy upon hire and are required to sign an acknowledgement of receipt as part of their new employee orientation.
 - The full policy is distributed annually via campus email to staff and faculty
 - An announcement will be placed on the e-learning website to alert students and faculty.
- MTI's Drug and Alcohol policy will be reviewed biennially to determine the program's effectiveness and to implement changes if any are needed, to determine the number of drug and alcohol related violations that occurred on campus or at College activities and were reported to MTI, to determine the number and type of sanctions imposed, and to ensure the sanctions were consistently enforced.

- Employees are allowed to drink alcohol upon completion of an MTI event such as graduation; however, the spirit of MTI's commitment to a safe and healthy environment still applies and employees are expected to practice restraint and good judgment.
- If an employee suspects that a student or fellow employee is under the influence of drugs and/or alcohol in violation of this policy, the employee is to immediately notify his/her supervisor. If the individual suspected of being under the influence is an instructor or a student, the director of education must also be alerted. If the supervisor, department chair or director of education is unavailable, the employee may contact the dean, campus director, president or CFO.
- When informed that a student or employee is suspected of being under the influence of drugs and/or alcohol in violation of this policy, the supervisor or administrator receiving the report is to speak to the individual immediately to assess the situation and determine if a reasonable suspicion exists. The College requires that at least one supervisor or administrator concurs that there is a reasonable suspicion.
- In all cases, regardless of whether or not the student or employee is sent for testing, the supervisor or administrator is to document the situation, including the facts that led him/her to believe the individual was impaired; test results, if applicable; and the consequences, if any. In order to maintain the student or employee's confidentiality, related documentation is to be kept in a separate file.

On a case-by-case basis, if it is determined that a reasonable suspicion exists, one or more of the following may occur:

- The student or employee may receive a written warning and/or be placed on probation.
- The student or employee may be sent home for the rest of the day.
 - An individual suspected of being under the influence is not to be allowed to drive him/herself home.
 - Alternate transportation arrangements must be made. An MTI employee is not allowed to drive the individual while the employee is on duty.
- The student or employee may be sent for drug and/or alcohol testing.
 - The campus director, president or CFO must be informed prior to sending a student or employee for testing.
 - The College shall arrange for the student or employee to be safely transported immediately to and from a designated testing laboratory for the drug and/or alcohol test. An MTI employee is not allowed to drive the individual while the employee is on duty.
 - The student or employee will be asked to consent to the drug and/or alcohol test and release the resulting information to MTI College.
 - A student or employee who refuses to consent will be advised that no test will be conducted; however, refusal to consent shall have the same force and effect as a positive test result and may result in disciplinary action up to and including termination of employment or enrollment.
 - If the student or employee receives notice that his/her test results are confirmed positive, the student or employee will be given the opportunity to explain the positive result.
 - An employee who is sent for drug and/or alcohol testing may be placed on PTO (or unpaid leave if no PTO exists) pending the outcome of the test.

Please contact the director of education or campus director if you have questions or would like clarification.

List of Legal Sanctions

The following is not a comprehensive list of all criminal statutes and penalties related to drug and alcohol violations. This is only an overview summary focusing on unlawful possession and distribution and does not encompass enhanced penalties for subsequent offenses.

- California Business & Professions Code, Section 23301: it is illegal to sell alcohol without a valid license or permit. The violator is guilty of a misdemeanor or a felony.
- California Business & Professions Code, Section 25658: it is illegal to sell, furnish or give any alcoholic beverage to anyone under 21 or to anyone who is obviously intoxicated. The violator is guilty of a misdemeanor, assessed a \$1,000 fine and must perform 24 hours of community service. In addition, anyone under 21 who purchases or consumes any alcoholic beverage in any on-sale premises is also guilty of a misdemeanor, is assessed a \$250 fine or must perform 24-32 hours of community service.
- California Business & Professions Code, Section 225662: any person under 21 who has any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor. The penalty is a fine of \$250 or 24-32 hours of community service.
- California Business & Professions Code, Section 26665: it is illegal for anyone under age 21 to enter or stay in a place licensed to sell liquor without a lawful reason to be there. The violation is a misdemeanor and the penalty is a fine of \$200.
- California Vehicle Code, Section 23152: it is unlawful to operate a vehicle while under the influence of alcohol (.08 blood alcohol level) or drugs or under their combined influence. The penalty is imprisonment in the county jail for a minimum of 96 hours (maximum 6 months), and a fine of \$390 to \$1000, suspension of driving privileges, and surrender of driver's license to the court. The driver must also complete a three month driving under the influence program and the court may order a locking ignition system.
- California Vehicle Code, Section 23221 – 23223: no driver or passenger shall drink any alcoholic beverage while in a motor vehicle upon a highway or possess an open container of alcohol while in a motor vehicle upon a highway or on any lands.
- California Penal Code, Section 647(f): an individual found in any public place under the influence of alcohol, any drug, or controlled substance who is unable to care for their safety or the safety of others or interferes with or obstructs a sidewalk, street, or other public way is guilty of disorderly conduct, a misdemeanor.
- California Health & Safety Code, Sections 11350 et seq., 21 USC Section 841, 844: the possession, sale, furnishing, or dispensing of any controlled substance or drug paraphernalia, or growing of a controlled substance as defined by the California and federal laws is unlawful. For simple possession of a small amount of a controlled substance, the federal penalty is a maximum one year imprisonment and a minimum fine of \$1,000. Possession of larger quantities for distribution carries much more severe penalties, with imprisonment for ten years or more and very large fines. Conviction may also bar receipt of benefits from Federal programs including student grants and loans. The State penalties include varying terms in county jail and /or state prison, as well as significant fines. Both the federal and state penalties are enhanced (doubled in many cases) when the offense occurs on or within close proximity to a school.

List of Health Risks

Tobacco and Nicotine

Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy also poses risks, such as spontaneous abortion, pre-term birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Nicotine is both psychologically and physically addictive.

Alcohol

Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

Cannabis

(Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

Inhalants

(Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

Cocaine (Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Stimulants

(Amphetamines, Methamphetamines, Crank, Ice)

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

Depressants

(Barbituates, Methaqualone, Tranquilizers)

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

Hallucinogens

(PCP, LSD, Mescaline, Peyote, Psilocybin)

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Narcotics

(Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

Designer Drugs

(Analog of Fenatyl, Analog of Meperidine, MDMA, Ecstasy Analog of PCP)

Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analog of PCP cause illusions, hallucinations, and impaired perception.

Anabolic Steroids

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "roid rage", and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

References

U.S. Dept. of Education (1989). What Works: Schools Without Drugs. (Rockville, MD: National Clearinghouse for Alcohol and Drug Information, 1989), pp 61-72.

National Institute on Drug Abuse, NIDA Capsules, (Rockville, MD: Press Office of the National Institute on Drug Abuse, 1986).

Drug or Alcohol Counseling, Treatment or Rehabilitation Programs

- Alcohol & Drug Prevention treatment & Outreach (916) 874-9754
3321 Power Inn Road, Suite 20 Sacramento, CA 95826
- Another Choice, Another Chance (916) 388-9418
5450 Power Inn Road, Suite B Sacramento, CA 95820
- California Department of Alcohol & Drug Programs (800) 879-2772
1700 K Street, 1st Floor Sacramento, CA 95811
- The Effort Counseling Center – Drug & Alcohol (916) 737-5555
1820 J Street Sacramento, CA 95814
- Gateway Foundation Women’s Residential Treatment for Drugs and Alcohol..... (916) 451-9312
4049 Miller Way Sacramento, CA 95817
- New Dawn Recovery Center..... (916) 969-4300
7447 Antelope Road, Suite 103 Citrus Heights, CA 95621
- Oak House (Residential Treatment Center for Men) (916) 721-9699
7919 Oak Avenue Citrus Heights, CA 95610
- Pathways Recovery Residential Detox (916) 735-8377
Citrus Heights, CA 95621
- Rancho Cordova Multi-Program & Emp. Services Bureau
(Service Members/Families) (916) 875-8600
10013 Folsom Blvd., Suite 1 Sacramento, Ca 95827
- Strategies For Change (916) 473-5764
4441 Auburn Blvd., Suite E Sacramento, CA 95841