



SEC DRUG AND ALCOHOL ABUSE POLICY

North-West College, Glendale Career College, and Nevada Career Institute (NWC/GCC/NCI) are committed to maintaining a drug-free environment for our students and Team Members. Our culture, driven by a commitment to excellence in all areas, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, NWC/GCC/NCI prohibits the following:

- Reporting to campus under the influence of alcohol, marijuana or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, including marijuana, if doing so could impair judgment or motor function or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs, including marijuana, on campus premises, or in automobiles or any other vehicle parked on campus premises, or in connection with any NWC/GCC/NCI event or activity is prohibited.

Any violation of these policies will result in appropriate disciplinary action consistent with local, State, and Federal law, up to and including expulsion, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities.

A complete discussion of the legal sanctions commonly imposed by local, state, and federal authorities for illegal use of drugs and alcohol is available online at:

North-West College – <http://nw.edu/drug-and-alcohol-abuse-policy>

Glendale Career College – <http://glendalecareer.com/drug-and-alcohol-abuse-policy>

Nevada Career Institute – <http://nevadacareerinstitute.com/drug-and-alcohol-abuse-policy>

Any student or Team Member who is convicted for any drug law violation must notify his or her Campus Director within five days of the conviction. On an individual referral basis, students and Team Members convicted of any drug law violation or otherwise found to be engaged in substance abuse may be referred to abuse help centers or the National Council on Alcoholism and Drug Dependence, Inc. for counseling and rehabilitation. If such a referral is made, continued enrollment may be subject to successful completion of any prescribed counseling or treatment program.

Separate from any legal requirements, our campus is concerned with the health and well-being of members of our campus community. Students and Team Members may contact the Campus Director, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, or rehabilitation programs. In addition, select information related to substance abuse risks, counseling, treatment, or rehabilitation is attached to this Policy.

Finally, we ask for your help in keeping our campus free of substance abuse. Please notify College/Institute administration if you become aware of any campus-related alcohol or drug-related activity in violation of this *Policy*.

I hereby certify that I, the undersigned, have received, reviewed, and understood this *Drug and Alcohol Abuse Policy*, to include the attached information relating to legal sanctions, associated health risks, and available resources.

Name (Print): _____

Signature: _____

Date: _____



SCHOOL SANCTIONS

The possession, use, or distribution of illegal drugs, marijuana and alcohol by students and Team Members on NWC/GCC/NCI property or in connection with any of its educational or co-curricular activities is a violation of NWC/GCC/NCI policy and is strictly prohibited. NWC/GCC/NCI will impose disciplinary sanctions on students and Team Members (consistent with local, State, and Federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of the NWC/GCC/NCI standards of conduct.

Possible sanctions for violations of this policy include:

- Students – disciplinary action, up to and including termination/expulsion
- Team Members– disciplinary action, up to and including termination

Students and Team Members may be referred to mandatory alcohol or drug abuse counseling as a condition of conduct probation or a condition for continued enrollment/employment.

LEGAL SANCTIONS RELATING TO SUBSTANCE ABUSE

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. State laws contain a variety of provisions governing the possession, use, and consumption of alcoholic beverages. In every State it is unlawful to sell, furnish or provide alcohol to a person under the age of 21. Also, the possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public generally is illegal. Driving while intoxicated also is illegal, independent of age. State laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs, as defined in each jurisdiction.

In addition to local and state laws, federal laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs. Among other things, federal laws make it a crime to possess drugs (including in your locker, car, purse, or house) or to hold someone else's drugs.

Members of our campus community should be aware of the serious legal penalties applied following conviction in cases of drug or alcohol abuse. Such convictions can lead to imprisonment, fines, and assigned community service. Also, courts do not lift prison sentences in order for convicted persons to attend college or continue their jobs. An offense is classified as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved.

The following laws governing the possession or use of illicit drugs or alcohol were taken from California Penal Code, Business and Professions Code, and Vehicle Code:

- Any person who is found in any public place under the influence of intoxicating liquor or any drug, in such a condition that s/he is unable to exercise care for his or her own safety or the safety of others, or obstructs a public way (e.g., sidewalks, roadways) is guilty of a misdemeanor (§647 (f) PC).
- Any person under the age of 21 who has an alcoholic beverage in his or her possession in any public place or any place open to the public is guilty of a misdemeanor (§25662 (a) B&P).
- Any person who furnishes, gives, or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (§25658 (a) B&P).
- Any person under the age of 21 who has in their possession any false or fraudulent evidence of age or identity is guilty of a misdemeanor (§25661 B&P). Any person who participates in the manufacture of fraudulent driver's license or identification can be charged with felony forgery (§470 PC).
- Any person who is convicted of an offense for controlled substance or alcohol-related crimes may lose his or her privilege to drive (§13202.3 and §13202.5 CVC)



- It is a misdemeanor for any person to drive a vehicle under the influence of alcohol, any drug, or with a blood-alcohol content of 0.08% or greater. It is a felony to cause injury to another person while driving under the influence of alcohol or any other drug. California's "zero tolerance" law requires an immediate one year suspension of driving privileges for anyone under the age of 21 who drives with a 0.01% blood alcohol concentration or higher. Failure to submit to a preliminary alcohol screening test will also result in the suspension of one's driver's license (§23136, 23137, 23140, 23152, and 23153 CVC).
- It is an infraction to possess an open container of an alcoholic beverage while driving a motor vehicle. It is an infraction to drink an alcoholic beverage while driving a vehicle on a roadway (§23222 and §23220 CVC).
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle or to allow an open container of alcohol in the passenger area (§23223 and 23225 CVC). It is a misdemeanor for a person under 21 to drive a motor vehicle carrying alcohol unless his or her parent or legal guardian is present. It is a misdemeanor for a person under 21 to possess alcohol in a motor vehicle (§23224 CVC).

Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Property seizure
- Mandated community service
- Monetary fines
- Prison sentence

Persons convicted of drug possession under state or federal laws are ineligible for federal grants and loans for up to one year after the first conviction, and five years after the second. A felony conviction for such an offense also can prevent a person from entering many fields of employment or professions. Federal laws set substantially higher prison sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance.

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Federal penalties for possession illegal drugs are outlined in the table below:

Federal Trafficking Penalties for Schedules I, II, III, IV, and V				
Available at: http://www.dea.gov/druginfo/ftp3.shtml				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	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. 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.	Cocaine 5 kilograms or more mixture	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. 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. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
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	

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Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	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 not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	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.
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	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. 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.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.
Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	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. 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.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	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. 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.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	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. 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.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	



HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Alcohol and drugs are toxic substances that affect the mind, body, and spirit. Excessive drinking can cause health risks which include damage to your body organs, impaired physiological responses, mental and emotional disorders, and in very high doses, respiratory depression and death. Drug abuse also is dangerous and can lead to psychosis, convulsions, coma, and death. Continuous use of drugs can lead to organ damage, mental illness, and malnutrition. The chart below sets out in more detail health risks associated with different forms of substance abuse.

<p>Alcohol</p> <p>Alcohol consumption causes a number of marked changes in behavior. Even small amounts alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car. Signs and symptoms of abuse include: dulled mental processes, lack of coordination, slowed reaction time, poor judgment and reduced inhibitions. Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.</p>
<p>Marijuana</p> <p>All forms of marijuana have negative physical and mental effects. Research also shows that people do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same “high.”</p>
<p>Inhalants</p> <p>Inhalants are mood-altering substances that are voluntarily inhaled. Because they are common products, inhalants often are a young person’s first attempt at “getting high.” Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalants include: nausea, sneezing, coughing, nosebleeds, fatigue, poor coordination and loss of appetite. Deeply inhaling the 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 the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.</p>
<p>Cocaine</p> <p>Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Signs and symptoms of use include: dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, seizures, anxiety, mood swings and difficulty in concentration. The immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. In addition, cocaine use can lead to death by cardiac arrest or respiratory failure. Chronic use can ulcerate the mucous membrane of the nose. Using contaminated equipment to inject cocaine, or any other substance, can transmit HIV and cause HIV/ AIDS, hepatitis and other diseases.</p>
<p>Other Stimulants</p> <p>Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine or crank is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Signs and symptoms of use include: impaired concentration, impaired mental functioning and swings between apathy and alertness. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. Also, injection using contaminated needles may result in needle-related diseases such as AIDS and hepatitis.</p>
<p>Depressants</p> <p>A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause: slurred speech, staggered walk, altered perception, respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.</p>



<p>Hallucinogens</p> <p>Hallucinogenic drugs distort the senses and often produce hallucinations—experiences that depart from reality. Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Signs and symptoms of use include: impaired concentration, confusion and agitation, muscle rigidity and profuse sweating. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that 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. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.</p>
<p>Narcotics</p> <p>Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone). Narcotics initially produce a feeling of euphoria that is often followed by: drowsiness, nausea and vomiting, constricted pupils, watery eyes and itching, low and shallow breathing, clammy skin, impaired respiration, convulsions, coma, possible death, Narcotics can be smoked or eaten, injected, taken orally or smoked, inhaled, injected or smoked, such as heroin. Tolerance to narcotics develops rapidly and addiction is likely. The use of contaminated syringes may result in diseases such as HIV/ AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.</p>

PREVENTION OF SUBSTANCE ABUSE AND AVAILABLE RESOURCES

Drug and alcohol abuse education programs are offered by local community agencies. Our campus typically posts information about such education programs in the main Office.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes signs of substance abuse in another student and/or Team Members contact the Campus Director. If it is determined by the Campus Director that a student and/or Team Member is in need of assistance to overcome a drug problem, he or she may be counseled to seek such assistance. Records of such counseling will remain confidential.

Students and Team Members also may voluntarily contact the Campus Director, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs. The agencies listed below offer such programs.

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

