

<p>Policy Title: Drug and Alcohol Policy for a Drug-Free Workplace</p> <p>Department: Admissions, Registrar, Business Office, Academic Office, and Financial Aid Office</p>	<p>Policy Number: 060</p>
<p>Approved By: Human Resources Coordinator</p> <p>BPPE Laws & Regs as of 9-9-2013: Reviewed by DOE: <i>As required by the Federal Drug-free Workplace Act of 1988 (Public Law 101-690)</i></p>	<p>Date Implemented: July 28, 2014</p> <p>Date Revised: December 31, 2014</p>

Purpose:

The following Drug-Free Workplace Policy is intended to notify all employees, faculty, and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Rudolf Steiner College (RSC) prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. RSC similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol.

Scope:

All RSC Staff, Faculty and Students, and visitors to RSC Campus.

Policy:

For the purposes of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where Rudolf Steiner College does business. This includes but is not limited to all classrooms, computer lab, parking lot, administrative offices, dormitories, storage rooms, and any space to be added in the future.

Rudolf Steiner College considers the use of alcohol and other drugs inimical to the purposes of the College. The College prohibits the use of alcohol and drugs anywhere on campus including in the student residences. The College’s Leadership Team may approve an exemption to the prohibition of on-campus alcohol use for a College-sponsored event. When authorized, the serving of alcohol on campus will only be to persons age 21 or older and in compliance with applicable law.

The use of marijuana by a person possessing a valid cannabis card is also prohibited on the campus.

The use of tobacco products is allowed only in two designated areas on campus. The use of e-cigarettes is prohibited anywhere on campus.

Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution.

This policy is reviewed biennially. Students who are concerned about substance use, abuse, and rehabilitation are strongly urged to contact their family physicians, who can refer them to appropriate resources (community or private agencies) that provide complete, confidential substance abuse counseling.

Policy Review

The College reviews its programs and policies concerning alcohol and drug use, appraises their effectiveness, and implements changes as necessary on a biennial cycle. Current policies will be reviewed in January, 2016.

Health Risks:

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty, or student under the influence and fellow workers, faculty, and students.

Described below are some of the additional dangers and symptoms relative to use/abuse:

Marijuana

Commonly known as "pot", it is a plant with the botanical name of cannabis sativa. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth.

Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions and coordination. Feelings of euphoria, relaxation and bouts of exaggerated laughter are also commonly reported.

Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, reduced fertility and sex drive. Driving while under the influence (or being driven by someone else under the influence) can be as dangerous as driving under the influence of alcohol.

Alcohol

Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. Lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol is a poison that impairs physical and mental functioning. In small doses, it has a tranquilizing effect on most people. It can lead to aggressiveness, irresponsible sexual activity, risk taking such as driving under the influence, and other problematic behaviors. Effects of long-term use or abuse include decreased brain function, impairment of sensation, perception, coordination, reflexes, and judgment, memory lapses, organ damage. One bout of excessive drinking can lead to permanent damage, even death.

Cocaine/Crack

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a “rock” of crack and is most commonly inhaled or smoked. Cocaine is a potent drug with effects that begin almost instantly. Cocaine use can lead to many health problems, such as damaged nasal tissues, kidney damage, or stroke; diseases of the lung, heart, and blood vessels; malnutrition, cardiac arrhythmia, convulsions, seizures, suppression of respiration, or sudden death. Psychological difficulties include intense anxiety and anger, restlessness, fear, paranoia, depression, and hallucinations. The effects of increased adrenaline fade fast resulting in a desire for more, which increases the risk of repeated use and addiction.

Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two “hits.”

Steroids

Anabolic steroids are synthetic versions of the male hormone testosterone. Used medically to supplement normal hormonal levels after injury or disease, others use steroids to increase muscle mass, reduce body fat, and enhance endurance. Steroid use can lead to a variety of health problems such as: liver disease and cancer; testicular atrophy, breast reduction, failure of secondary sex characteristics, sexual dysfunction, sterility, impotence, or fetal damage; acne, growth problems, or bone fusion. Psychological problems include aggression, violence, and uncontrolled anger (“roid rage”), rapid mood swings, and psychotic episodes.

Hallucinogens

Example: LSD. These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity or the drug.

Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat to tumors. High doses can greatly alter the state of consciousness.

After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

Ecstasy

(MDMA), also known as XTC, X and E, is a mind-altering hallucinogenic-amphetamine that can lead to a variety of physical problems such as cardiac difficulties, dangerously high body temperature, severe thirst and heat exhaustion, sensory distortion and heightened arousal. It is often used at raves to promote loss of inhibition, euphoria, energy, and cheerfulness. It contains anti-coagulative properties, which can cause a

person to bleed to death or injured. Even with limited use, it can permanently alter serotonin levels in your brain, which can cause serious brain damage, increase the risk of chronic depression, increase blood pressure, muscle tensions, and nausea. MDEA and MDA are similar “designer drugs.”

Heroin

Heroin, commonly known as “junk” or “smack,” is a narcotic, which relieves pain and induces sleep. In recent years the potency of heroin has increased making it easier to achieve similar effects without injection. This has led to more individuals experimenting by snorting and smoking heroin. Regardless of the type of use, tolerance increases quickly resulting in a rapid addiction process as well as heightened physical cravings. Heroin use can lead to many physical effects such as: drowsiness and loss of appetite, addiction with severe withdrawal symptoms, impaired mental functioning, slowing of reflexes and physical activity; infection, hepatitis, and HIV (from needle sharing), or death from overdose. Related medications used to treat pain include oxycontin and oxycodone, methadone, and codeine.

Amphetamines

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic stimulant. It typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Powdered methamphetamine and crystal methamphetamine produce long-lasting euphoric effects. Amphetamines speed up the brain and nervous system. Even limited use can lead to many physical and emotional effects including increased heart rate and blood pressure; heart, brain, and lung damage, chronic fatigue and malnutrition. Chronic use of the drug can lead to stroke or inflammation of the heart lining. Psychological effects include violent behavior, anxiety, depression, mood swings, hallucinations, paranoia and psychosis.

Prescription Drugs

The misuse or abuse of prescription drugs is an increasing problem. This form of drug abuse can have serious consequences, especially when combined with other common recreational/prescribed drugs or alcohol. If you or someone you know has physical pain or emotional suffering, we urge you to see your doctor so that your condition can be accurately diagnosed and treated. The use of prescription medications outside their intended use can cause damage to health or even death.

Depressants

Depressants are highly addictive. They are usually known as “downers”. A user may be drowsy, lethargic, suffer from memory loss and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma and death.

Ritalin

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed.

Predatory Drugs

These drugs are given to another person without their awareness of it, usually by slipping them into a drink. **Rohypnol**, better known as roofies, is a potent tranquilizer that is notorious for its use in sexual assaults. It is usually slipped into a drink, rendering the person helpless and immobile. Sedation occurs 20 to 30 minutes after administration and leaves the person feeling drowsy, dizzy, and disoriented. In addition to these sedative effects, impaired balance and/or speech, and memory loss are common.

Like rohypnol, **GHB** has also been associated with sexual assault; it is nicknamed “the date rape drug.” In its clear liquid form, it can easily be slipped into someone’s drink undetected. Effects of the drug can be felt in 15-20 minutes and also include dizziness, heavy drowsiness, and confusion. Some people use GHB to enhance the effects of alcohol or other drugs. This combination can be especially life-threatening. GHB use can lead to a variety of physical problems such as dizziness, nausea, breathing problems, memory loss, seizures, unconsciousness, and in some cases, death. Common names for GHB include G, Liquid X, GBH, Gamma-oh, EZLay, and Grievous Bodily Harm.

Originally used as an animal tranquilizer, **ketamine** is now used as a club drug due to its hallucinogenic effects. Many serious negative effects can result from use including vomiting, numbness, loss of muscle control, paranoia, and aggression. In larger doses, effects may include convulsions, decreased oxygen to the brain, coma and even death. Individuals who use ketamine are at increased risk for sexual and physical assault since their loss of muscle control and mental state make them unable to combat assault.

Drug Conviction Notification

Any employee, faculty, or student must notify RSC of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Within 30 days after receiving notice of an employee, faculty, or student conviction, RSC will impose corrective measures on the individual convicted of drug abuse violations in the workplace by:

1. Taking appropriate action against the employee, faculty, or student up to and including expulsion or termination of employment and referral for prosecution and/or
2. Requiring such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such a purpose by a federal, state, or local health, law enforcement, or other appropriate agency.

Rehabilitation

Rudolf Steiner College will reasonably accommodate any employee, faculty, or student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on RSC. Reasonable accommodation could include time off without pay and adjustment of working hours. The employee, faculty or student may use whatever sick time he/she is entitled. However, RSC is not obligated to offer an accommodation for any employee, faculty member, or student who has violated any College policy that in RSC’s sole discretion merits termination of the relationship before asking for assistance. RSC will take reasonable measures to safeguard the privacy of the employee, faculty or student concerning enrollment in an alcohol or drug rehabilitation program. If an employee, faculty or student enters into a state approved rehabilitation program, the employee shall sign an agreement with RSC, which will include the following:

1. Enroll in and complete an RSC approved rehabilitation program at the employee’s cost.

2. Execute the appropriate release of medical information forms to RSC in order to monitor the compliance with the rehabilitation program.
3. Ensure the treatment facility provides RSC with the necessary documentation to establish compliance.
4. Abstain from any illegal drug misconduct.
5. Acknowledge that any future violation of RSC drug prohibitions shall result in immediate discharge.
6. Failure to comply with any provision of the agreement shall result in immediate discharge.

Where to get help?

Students in need of assistance are advised to contact the Dean of Students, Ronald E. Koetzsch, PhD. (916.965-1341; ronald.koetzsch@steinercollege.edu)

All student contacts with the Dean are held in strictest confidence. The Dean lives next to the campus and is available at any time.

Employees and Faculty in need of assistance are advised to contact Cara-Noelle Capps, HR Coordinator (916.961-8727, ext. 137; cara.noelle.capps@steinercollege.edu)

Community Resources include:

Al-Anon / Alateen	888.425.2666
Alcohol Beverage Control	916.419.2500
Alcoholics Anonymous	530.888.3607
Marijuana Anonymous	800.776.6779
National Institute on Drug Abuse	800.644.6432
Sacramento County Sheriff Department	916-874-1021

Laws relating to Drug Violations

Students, faculty, staff, administration, alumni, and guests of Rudolf Steiner College are responsible for the observance of applicable laws and local ordinances or codes with respect to alcoholic beverages and illegal drug use. These laws prohibit the consumption of alcoholic beverages by anyone under 21 years of age. Additionally, it is unlawful to sell, purchase, deliver, or furnish alcoholic beverages to anyone under 21 years of age or to any obviously intoxicated person.

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance. Any employee, faculty or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment. This is not intended to be a comprehensive list of all applicable laws regarding alcohol beverage use, as other statutes may apply.

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	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. 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.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
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	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.

Drugs (other than one gram or more of Flunitrazepam)	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	

*From the U.S. Drug Enforcement Administration: www.justice.gov/dea/druginfo/ftp3.shtml

Procedure:

Policy Distribution Procedures

Rudolf Steiner College's Drug-Free Workplace Policy will be annually distributed to all employees, faculty, and students.

- Students will receive a copy of the policy as part of student orientation that takes place at the beginning of the academic term in June or September.
- New employees will receive a copy of the Policy at the time of initial employment. The Human Resources Coordinator will be responsible for distributing the policy to current faculty and staff on an annual basis.
- Students who enter during the year receive this information and participate in a verbal review of the material hosted by the Dean of Students.