



ABC Adult School

Drug and Alcohol Policy For a Drug-Free Workplace

*As Required by the Federal Drug-free Workplace Act of 1988
(Public Law 101-690)*

Drug & Alcohol Policy
For a Drug-Free Workplace
ABC Adult School

Drug and Alcohol Abuse Prevention and Regulations

Notification:

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), California Drug-Free Workplace Act of 1990 and ABC Unified School District Board Policy (BP 4020(a)), ABC Adult School 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. ABC Adult School 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.

For the purpose 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 ABC Adult School does business. This includes, but is not limited to all lecture classrooms, computer labs, classroom labs, parking lot, all administrative offices, corridors, storage rooms, and any space to be added in the future.

Distribution:

ABC Adult School's Drug-Free Workplace Policy will be distributed to all employees, faculty and students on an annual basis using the following procedure:

- Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment. All current students will be emailed a link to the Drug-Free Workplace Policy on a quarterly basis so assure that all students, regardless of enrollment date, will receive the policy. The policy is also available on our website at www.abcadulthoodschool.edu.
- Employees will receive a copy of the Drug-Free Workplace Policy when initially hired. It will be read, and the signature page will be returned with the assignment letter. Annually, the Drug-Free Workplace Policy will be distributed to current employees via email.

Biennial Review:

ABC Adult School shall conduct a biennial review of the school's Drug and Alcohol Policy and will be maintained on file and available for submission should it be requested from the Department of Education. The last review was conducted in May 2021.

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 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.

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 increases the heart rate and blood pressure and is very addictive.

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".

Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family and friends, and panic attacks.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. 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 use can also quickly cause dehydration, coordination problems, and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical, and social issues.

Hallucinogens

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 of 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.

Heroin

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as “junk” or “smack”, heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include “pin point pupils”, drowsy, lethargic, slurred speech and an inability to concentrate. Related medications used to treat pain include oxycontin and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States.

Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother’s milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine), crystal methamphetamine produces long-lasting euphoric effects.

Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug. Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the

brain – which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions, and death.

Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (human immunodeficiency virus), methamphetamine also risk scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis, and liver or kidney disease.

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.

Ecstasy

(MDMA) Also known as XTC, X and E, Ecstasy is a mind altering drug with hallucinogenic and speed like side effects. Often used at raves it is taken to promote loss of inhibition, excited-ness, euphoria, energy, and sexual stimulation. Ecstasy increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”)

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. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture – complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unrouseable sleep (coma) and death. GHB was used as a dietary

supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZLay.

Synthetic Drugs

Synthetic drugs are chemically laced substances similar to marijuana, cocaine, and methamphetamine that are sold over the counter at some convenience stores, gas stations and tobacco shops.

Based on their chemical make-up, these drugs are commonly divided into two categories:

- **Cannabinoids**

Popularly known as K2 or Spice, cannabinoids are chemically formulated versions of synthetic marijuana that consist of lab-manufactured THC.

- **Cathinones**

Often known as “bath salts”, cathinones contain chemical compounds that mimic the effects of cocaine or meth.

Through the drugs’ packaging states the products are not intended for human consumption, their design, labeling and marketing clearly allude to the products being smoked and/or inhaled as a drug.

WHY ARE THEY SO DANGEROUS?

One reason that synthetic drugs are extremely dangerous is that buyers do not know what chemicals they are ingesting. Individual products can contain a vast range of different chemical formulations and potencies, some of which can be two to 500 times stronger than THC.

Signs/symptoms of “bath salts” use

- Severe paranoia
- Seizures
- Violent behavior
- Decreased need for sleep
- Hallucinations
- Lack of appetite
- Chest pain
- Self-mutilation

Long-term health problems that result from use of “bath salts”

- Kidney failure
- Long-term mental illness
- Liver failure
- Self-mutilation
- Increase risk of suicide

- Death

Drug Conviction Notification and Imposed Sanctions for Employees:

- No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance at any school district workplace. These prohibitions apply before, during, and after school hours. A school district workplace is any place where school district work is performed, any school owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in district business.
- An employee shall abide by the terms of this policy and notify the District, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.
- The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
- The Board may not employ or retain in employment persons convicted of a controlled substance offense. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction.
- A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years.
- The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

Drug Conviction Notification and Imposed Sanctions for Students:

- The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.
- The Board believes that effective interventions should be available to assist students who use alcohol or other drugs. School staff, students and parents/guardians shall be informed about signs and symptoms, which may indicate alcohol and other drug use, and about appropriate agencies offering intervention programs, counseling and rehabilitation for students and their family members.
- The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her family or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.
- The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students.
- School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law.
- Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including expulsion in accordance with law, Board policy and administrative regulations.

Laws Relating to Drug Violations:

Alcohol

- It is a misdemeanor to possess, consume, sell give or deliver alcoholic beverages on school premises. (Business Code 25608)
- Upon first conviction the penalty is:
 - Probation/possible jail sentence
 - Fine of \$390-\$1,000 (Vehicle Code 23536 a)
 - 6 month license suspension (V.C. 13556 a)

- Minors in possession of alcoholic beverages can delay issuance of driver's license for one year. (V.C. 13557.2)

Illegal Drugs

- Possession - is a felony except for marijuana. Possession of less than 1 oz. of marijuana is a misdemeanor with a fine of up to \$100. (Health & Safety Code 11357)
- Possession for sale - is a felony. Often involves state imprisonment for 2 - 5 years. (H.S. 11351 1&2)
- Under the influence – is a misdemeanor. Punishable by 90 - 365 days in county jail. (H.S. 112201 1&2)
- Furnishing to a minor – is a felony punishable by state imprisonment for 1-9 years. (H.S. 11353 2c)
- Probation is denied according to type of drugs involved prior history and specific illegal acts involved.

Rehabilitation:

ABC Adult School provides employees and students with a Drug and Alcohol Policy. The policy includes information on the health risks of drugs and alcohol and drug and alcohol counseling/and or rehabilitation programs, which are available locally. In addition, ABC Unified School District provides employees with a Drug-Free Workplace Pamphlet to inform the employee about drug abuse and assistance in recognizing the signs of drug abuse.

Drug Abuse and Addiction Information and Treatment Centers:

- Alternative Options Counseling Center
11438 187th St., Artesia, CA 90701
(877) 538-4133
www.altoptions.com/contact-addiction-counseling-center
- CAADPE – California Association of Alcohol and Drug Program Executives, Inc.
(916) 329-7409
<http://www.caadpe.org/>
- Community Family Guidance
10929 South St., Suite 208 B, Cerritos, CA 90703
(562) 924-5526
<https://cfgcenter.com>

- Helping Youth Counseling
14181 Telegraph Rd., Whittier, CA 90604
(562) 273-0722
www.hycinc.org
- Los Angeles Department of Behavioral Health
(800) 854-7771
<http://dmh.lacounty.gov/wps/portal/dmh>
- Masada Homes
108 W. Victoria St., Gardena, CA 90248
(310) 715-2020
<https://masadahomes.org>
- SAMHSA – Substance Abuse and Mental Health Services Administration
(877) 726-4727
www.samhsa.gov
- Southern CA Alcohol & Drug Programs, Inc.
11500 Paramount Blvd., Downey, CA 90241
(562) 923-4545
<http://www.scadpinc.org/home0.aspx>

**Acknowledgement of Receipt
of
ABC Adult School's
Drug and Alcohol Policy for a Drug-Free Workplace**

By signing this document, the employee or student agrees to abide by ABC Adult School's Drug and Alcohol Policy for a Drug-Free Workplace and understands the sanctions associated with violating such policy.

Circle One: Employee Student

Name (Print)

ID or SS#

Signature

Date