

## Drug and Alcohol Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (PL 100-690), the Drug-Free Schools and Communities Act of 1989 (PL 10-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and /or employment, to abide by this policy.

To the Extent allowed by local, state and federal law, this institution will impose disciplinary action against all students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation 34 CFR 85.635 and Appendix C, will report all employees convicted of a criminal drug offense occurring in the workplace to the U. S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW  
Room 3124 GSA Regional Office Building #3  
Washington, DC 20202-4571

This report must be made within ten (10) days after conviction. In addition, to institutional sanctions, students and employees convicted of unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction

2nd offense 2 years from date of conviction Indefinite period  
3+ offenses Indefinite period Indefinite period

(If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.) Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Drug/Alcohol Help Line	(800) 621-1646
College Hospital 10802 E. College PL Cerritos, CA	(800) 352-3301
City of Long Beach Outpatient Rehabilitation, Counseling & Treatment 1133 Rhea St Long Beach, CA	(562) 570-4400
Long Beach Memorial Rehabilitation Center 2801 Atlantic Ave Long Beach, CA	(562)933-2000
Bellflower Medical Center 9542 East Artesia Blvd. Bellflower, CA	(562) 925-8355
St. Joseph's Hospital 1100 Stewart Dr Orange, CA	(714) 771-8080
Alcoholics Anonymous South Orange County	(714) 582-8330
Alano Hispano Club Spanish Language	(714) 541-6736

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one or more of these organizations.

More information is available at <http://www.samhsa.gov>

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

### **Drug and Alcohol Testing Policy**

Healthcare Career College is committed to ensuring student learning, validating student outcomes, and promoting academic excellence that will allow graduates to obtain entry level careers upon completion of their education. Within the healthcare field, this includes practicing behaviors that allow employees to provide effective medical care without judgment impacted by drug or alcohol use, which constitutes being "fit for duty". This includes any use of prescription or non-prescription medications that cause impairment of work performance.

At any time during the enrollment in a healthcare program, Healthcare may request a drug screening if there is a reasonable suspicion of drug use. Prior to enrollment, students must agree to participate in the drug screening program. Any student whose drug screening comes back positive will automatically be dismissed from Healthcare Career College.

#### *Procedure for Testing:*

Students admitted to a healthcare training program will be notified of the procedures for drug screening in a separate letter. The drug screening will be conducted by a qualified laboratory using established practices. **STUDENTS WILL BE REQUIRED TO PRESENT A VALID STATE ID AT THE TESTING SITE!** The student must use the laboratory required by the college for the test to be valid. Students must complete the drug test immediately following the request. Failure to complete the testing immediately will be considered a Failure to Submit and will have same actions applied.

#### **Actions for different results:**

Negative Screen: no action taken

Positive Screen: student will be dismissed from the college

Diluted Screen: student will be allowed one retest. If the second test comes back diluted or positive, the student will be dismissed.

Adulterated Screen: student will be dismissed from the college

Substituted Screen: student will be dismissed from the college

Failure to Submit/Complete Drug Screening: student will be dismissed from the college

Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be required to take a non-urine based test. The extra cost of this test must be paid by the student in cash and cannot be charged to the student's account.

If a screening tests positive for prescription drugs, a Medical Review Officer for the lab services will contact the student for more information. If the Medical Review Officer finds the drugs are being taken as prescribed, it will be considered a negative screen. If the Medical Review Officer finds the prescription is

not valid or the drugs are being taken in a manor different from the prescription, it will be considered a positive screen and appropriate action will be taken.

*Cost of Drug Testing:*

The cost of all drug screenings will be paid by the student. Healthcare Career College will work with screening vendors to provide the lowest cost testing possible. Arrangements can be made to have the drug testing paid by the college and then billed on the student's account.

*Reasonable Suspicion:*

Reasonable suspicion occurs when a there is a belief, based on behavior or other information, among faculty or administration that a student enrolled in an allied health program is in violation of Healthcare Career College's drug free policy. If a reasonable suspicion occurs, the college may request the student to complete a drug screening at that time. Healthcare Career College employees are trained on the government's expectations of reasonable suspicion and will use the government provided guidelines and checklist when applying reasonable suspicion

(<http://www.msha.gov/FocusOn/DASummit/AfterResources/EmployersExperiencePanel/Peabody%20Energy/Reasonable%20Suspicion%20Checklist.pdf>.)

*Assistance for Drug Addiction*

Healthcare Career College recognizes that drug addiction is a disease that takes assistance to overcome the addiction. Healthcare Career College encourages any student facing drug or alcohol addiction to receive professional help. There are numerous drug treatment centers in our local area. Healthcare Career College will help any student requesting assistance to find an appropriate treatment program.

*Re-Admission after Positive Drug Screening*

Any student who is dismissed for a positive drug screening may reapply for admission after six months. However, the student must present proof of attendance in a drug/alcohol rehabilitation program prior to re-applying. Signed documentation of treatment by a substance abuse professional is required as proof of treatment. The student must also have a negative drug screen prior to re-enrollment. The student must complete negative drug screenings every six months until graduation. A second violation of the drug policy will result in permanent dismissal from Healthcare Career College.

I have read and understood pages 1-4 of this document and will abide by the Drug and Alcohol policy, and Reasonable Suspicion Testing Procedure. I understand and agree to any drug screening that School Officials may ask of me during my enrollment. I understand that if my drug screening comes back positive, or if I refuse testing, I will be terminated without refund.

**Student Name: (print)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_