DRUG AND ALCOHOL ABUSE AND PREVENTION PROGRAM

Pinnacle Career Institute (PCI) is committed to providing its students and employees with a drug and alcohol free workplace and learning environment. Toward that end, PCI prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on campuses, or at any PCI sponsored activity. PCI will provide a safe, responsive environment for all students and employees.

There are many people whose job and academic performance and productivity are adversely affected by their dependence on drugs and alcohol. To address this issue, PCI strives to:

- Educate students and employees about alcohol and drug abuse in an effort to encourage responsible decisions around their use.
- Intervene on behalf of students and employees who have experienced negative consequences around alcohol and drugs so as to reduce the harm and manage the risks associated with their use.
- Support students and employees who are in recovery from substance abuse and addiction.
- Promote constructive lifestyles and norms that discourage alcohol and drug abuse, and
- Develop social and physical environments that facilitate alcohol and drug abuse-free lifestyles.

As a part of the commitment to the provision of high quality and effective service to our students, employees and the general public, PCI has a drug and alcohol abuse program in operation. The program is accessible to all members of the PCI community. PCI is committed to the dissemination of drug and alcohol awareness information to students, faculty and all employees.

1. **Operation of the Program**
   PCI has established a drug-free and alcohol abuse awareness program to inform its faculty, staff and students about the dangers of drug and alcohol abuse and the penalties that may be imposed for drug and alcohol abuse violations. The Drug and Alcohol Abuse Prevention Program is available to all faculty, staff and students. As a part of the program, PCI has implemented the following:
   a. Annually, employees and students are made aware of PCI's Drug and Alcohol Abuse Prevention Program and Policy by means of email. Additionally, all new employees and students are informed of the program and the policy at new student/employee orientation.
   b. In addition to the annual notification, students and employees are offered written material including pamphlets and literature on drug and alcohol abuse. Such material is available in the Student Services office of each campus or in Human Resources.

c. At least once per year, PCI conducts an event where the dangers and impact of drug and alcohol abuse are discussed. Such events are provided to both students and employees free of charge and may include, but are not limited to, wellness fairs, training sessions and workshops. These platforms develop the strengths and skills related to the effective management of drug and alcohol related problem areas.

2. Standards of Conduct

PCI policy prohibits the unlawful possession, use, distribution or manufacture of illicit drugs and/or alcohol on campus or at any PCI sponsored event. The unlawful use of drugs or alcohol is inconsistent with the behavior expected of members of the PCI community. Violations of this policy may result in criminal action, as well as, disciplinary action.

This policy is in place to protect the students, employee and visitors of PCI.

A. Students

PCI is dedicated to providing a quality comprehensive educational program designed to meet and balance the divers and changing educational, social, economic and cultural needs of the community while providing a safe and healthful environment. PCI is committed, not only to learning and to the advancement of knowledge, but also to the education of ethically sensitive and responsible persons. PCI seeks to achieve these goals through sound educational programs and through rules and regulations governing student life that encourage responsibility and respect for the rights and viewpoints of others.

Therefore, the use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an illegal manner is strictly prohibited and may result in disciplinary action up to, and including, expulsion.

PCI believes that as adult students, all should be responsible for their own actions and be free to pursue

Their educational objectives in an environment that promotes learning, protects the integrity of the academic process and protects the learning community.

Each student shall have access to PCI's rules and regulations concerning student conduct. These rules and regulations are in effect when attending or participating in any class or activity sponsored by PCI or one of its affiliates or partners, either on campus or at an off-campus location.

For further guidance, students are encouraged to refer to the PCI Student Handbook.

B. Employees

While at work, each PCI employee has the responsibility to deliver service in a safe, efficient and conscientious manner. Therefore, the use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an unauthorized manner is strictly prohibited and may result in disciplinary action up to, and including, termination of employment.

An employee who is believed to be under the influence of alcohol or drugs while at work may be required to report immediately to a clinic to be tested to determine if he or she is under the influence of alcohol or drugs. As a condition of employment, an employee shall notify his or her supervisor of any conviction for an alcohol or drug related offense no later than five (5) days after such arrest/conviction. Failure to give this notification may result in disciplinary action, up to and including termination of employment.

Each employee has access to PCI's rules and regulations governing employee conduct in the PCI Employee Handbook and the PCI Faculty Handbook. These

rules and regulations are in effect when on campus in any capacity and participating in any PCI sponsored activities, either on campus or at an off-campus location.

3. **Health Risks**

   A. **Alcohol**
   Alcohol (beer, wine, liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech drunken behavior slow onset, vitamin deficiency and organ damage. Overdose may result in vomiting, respiratory depressions, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions. Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16 - 24-year-old age group.

   B. **Narcotics**
   Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence, as well as, resulting in increased tolerance. The possible side effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

   C. **Other Depressants**
   Other depressants (including GHB or liquid ecstasy, valium, Xanax, Ambien and barbiturates) have a potential for physical and psychological dependence, as well as, resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

   D. **Stimulants**
   Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop with all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression and disorientation.

   E. **Hallucinogens**
   Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical

   dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible side effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens.

Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

F. Cannabis

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity and decreased appetite.

G. Anabolic Steroids

Anabolic steroids (including testosterone and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.

H. Inhalants

Inhalants (Including amyl and butyl nitrate, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

4. Student and Employee Assistance Programs

Through the resources of local, national and PCI based efforts, assistance is available for those individuals with alcohol and drug abuse problems. PCI offers the following drug and alcohol abuse information, counseling, assistance and services information:

A. Locally Offered Programs for Locations in Missouri

- In an emergency: call 9-1-1.
- First Call Alcohol and Drug Prevention & Recovery 633 E. 63rd Street, Kansas City, MO (913) 233-0747
- Alcoholics Anonymous 3151 Olive Street, Kansas City, MO 64109 (816) 861-6678
- Northland Dependency Services 3917 Broadway Street, Kansas City, MO 64111 (816) 472-4637

B. Locally Offered Programs for Locations in Kansas

- In an emergency: call 9-1-1
- Kansas Department for Children & Families 24 Hour Help line for alcohol & drug abuse services 1-866-645-8216

- Alcoholics Anonymous
  801 Massachusetts St, Lawrence, KS (785) 842-0110
- Douglas County Citizens
  Committee on Alcoholism
  (DCCCA) 1739 E 23rd Street,
  Lawrence, KS 66046 (785) 830-
  8238

C. National Resources

- National Alcohol and Drug Abuse Help Line 1-800-821-4357
- Alcohol Abuse 24 Hour Hotline 1-800-950-7226
- Drug Enforcement
  Administration: Drug Fact
  Sheets
  http://www.justice.gov/dea/dr
  uginfo/factsheets.shtml

5. Disciplinary Sanctions

PCI's policy on prohibiting the unlawful possession, use, distribution or manufacture of illicit drugs and/or alcohol on any PCI campus or PCI sponsored event protects the employees, students and visitors of PCI.

A. Sanctions Under the Law

All PCI students and employees are expected to comply with federal, state and local drug and alcohol laws, as well as, PCI policies and procedures. Any student or employee who violates any of these drug and alcohol laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state, and/or federal laws may include, but are not limited to fines, jail, or prison sentences up to ninety-nine (99) years of life. Students who violate the Code of Conduct and federal, state, local other applicable law may be accountable to both PCI and the civil or criminal authorities.

B. School Sanctions

PCI shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate for violations of the Drug and Alcohol Abuse Prevention Policy, PCI Policy and applicable law. In the event that such violation is also a violation of federal, state or local law, PCI may decide to proceed or delay its own disciplinary processes.

1. Students

- Any student demonstrating a violation of the Student Code of Conduct including, but not limited to, the prohibition of possession, use, or distribution of illicit drugs and alcohol, shall be subject to discipline, up to and including expulsion, in accordance with PCI policy and applicable law.
- PCI has adopted a zero tolerance policy regarding underage drinking.
- Students may be asked to participate in a drug and alcohol assistance or rehabilitation program.
- PCI shall vigorously pursue enforcement against students who fail to abide by its standards of conduct. Disciplinary action taken at any PCI campus shall be in effect at all PCI locations.

2. Employees

- Upon receipt of information indicating a drug or alcohol related problem, employees shall be required to submit to a medical examination or drug testing, take leave without pay pending an

investigation, and potentially, suffer immediate termination.

- In the event of confirmation of prohibited possession, use or distribution by an employee; administrative or disciplinary action may include, but is not limited to: reprimand, suspension, or termination of employment or a requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program and/or arrest or referral to the appropriate law enforcement.
- Other sanctions may include, but are not limited to, employee counseling sessions, written reprimands, and formal discussions with supervisors, decision-making leave, and leave without pay.
- Any action taken by PCI may be taken immediately

3. Visitors

- Any visitor engaging in any act prohibited by this Policy shall be called on to immediately cease such behavior and shall be subject to other sanctions including referral to law enforcement officials for arrest and prosecution.

C. Federal Financial Aid Sanctions

As of June 17, 2021 with 2021-2022 Financial Aid Award Year, a student having a drug conviction while receiving federal Title IV aid will no longer impact a student's Title Iv Eligibility**.**

6. Biennial Review of the Drug and Alcohol Abuse Prevention Program

This program is the joint responsibility of PCI's Human Resources Department, Financial Aid Department and Compliance Department, as well as, local law enforcement. Notification of the program, including information about health risks and sanctions for violation of this policy will be provided annually to the students and employees of PCI.

The PCI Drug and Alcohol Abuse Prevention Program will be reviewed biennially. PCI is committed to monitoring and assessing the effectiveness of the policy and program and what changes need to be made. PCI ensures the uniform application of sanctions to employees and students. To perform this review, PCI uses both formal and informal assessments.

- Formally, PCI has a Drug and Alcohol Prevention Committee. This committee determines the effectiveness of this program and ensures the standards of conduct are fair and consistently enforced. The formal program review is conducted every two years.
- Informal assessment methods used in the review include administrative overview and informal student surveys.
- Modifications are made to the programs and the expected learning outcomes in an effort to evolve with changes in the student population.

A systematic prescriptive disciplinary process ensures each disciplinary referral is resolved appropriately, and the consequences or sanctions adequately address the nature of the issue. Emphasis is placed on student and employee development and a holistic approach to the student learning and staff development.