

DRUG AND ALCOHOL ABUSE PROGRAM PREVENTION POLICY

BIENNIAL REVIEW **2018**



**Drug &
Alcohol
Abuse
Program
Prevention
Policy**

**Casa Loma
College**

**Biennial
Review
2018**

Alcohol and Drug Prevention Certification

The undersigned certifies that Casa Loma College has adopted and implemented an alcohol and drug prevention program for its students and employees that, at the minimum, includes:

1. Annually, each student and employee will receive the distribution of:

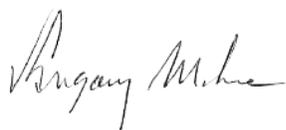
- At the minimum, standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities.
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students.
- A clear statement affirming that the institution will impose disciplinary sanctions on students and employees, consistent with State and Federal law. In addition, a description of those sanctions for violations of the conduct standards which could include expulsion or termination of employment and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. An institutional Biennial review of its alcohol and drug prevention program to:

- Determine the effectiveness of the policy and implementing changes to the alcohol program if they are needed
- Ensure that the disciplinary sanctions are consistently enforced.

By acknowledgement of the signature below, the Chief Executive Officer has reviewed the Alcohol and Drug Prevention Program Policy, the information outlined within this Biennial review, and its support of each. The CEO encourages students and employees to familiarize themselves with the Policy, sanctions for violating the Policy, and making resources available for individuals that contend with drug and/or alcohol use disorders.

Casa Loma College
6725 Kester Ave.
Van Nuys, CA 91405
Dated: 9.21.2018



V Gregory Malone
President/Chief Executive Officer

Purpose of the Review and Report

The purpose of this report is to comply with the Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) that require institutions of higher education (IHE) that receive federal funds or financial assistance to maintain programs that prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students and employees on its campuses and at college sponsored events and activities.

To comply with this Regulation, Institutes of Higher Education such as Casa Loma College, are required to conduct Biennial Reviews of their Alcohol and Drug Policy and Prevention Program to determine its effectiveness and consistency with sanction implementations. In addition, a review of the alcohol and drug related violations that were reported to campus officials and the types of sanctions issued for said violations, is required. Further, the Regulations require colleges and universities to annually distribute the following written information to all current students and employees:

- The standards of student and employee conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of any drug or alcohol counseling, treatment, rehabilitation or reentry programs that are available to students or employees
- An explicit statement articulating that the institution will impose sanctions on students and employees for violations of the standards of conduct, along with a description of those sanctions which could include expulsion or termination of employment and referral for prosecution

Under the above-mentioned Regulation, Casa Loma College acknowledges its legal obligation to have a Drug and Alcohol Abuse Prevention Program and Policy that addresses the above information, ensures that it is annually distributed, and will conduct a Biennial Review of the Alcohol and Drug Policy and Prevention Program.

Overview

Casa Loma College is a two-year, degree granting, non-residential educational institution. Casa Loma College is committed to providing a safe and healthy learning environment that enriches our students, faculty and staff. Accordingly, Casa Loma College has implemented a Drug and Alcohol Policy and Prevention Program which prohibits:

The use of any substance, legal or otherwise, for the intention of intoxication, or regardless of intent, if misused, or that is deemed harmful or potentially harmful to self or others, may be considered substance abuse. Casa Loma College therefore prohibits the following on any College owned or controlled property, or at any College activity, on or off campus:

- *Illegally manufacturing, distributing, or dispensing illegal drugs, including marijuana and its derivatives*

- *Storage of illegal drugs, marijuana or alcohol anywhere on College property*
- *Possessing, selling or using drug paraphernalia*
- *Possessing or consuming alcohol or illegal drugs, marijuana, and/or being impaired by alcohol, illegal drugs, or marijuana.*

Review Committee

The Department of Education recommends that a college's biennial review be conducted by a committee comprised of key members of the institution that have knowledge and familiarity with the College's Alcohol and Drug Policy and Prevention Programs. Following this recommendation, the 2018 Biennial Review Committee includes the individuals listed below. This selection is based on their job functions and familiarity with drug and alcohol use/abuse on and off campus, policies and procedures surrounding drugs and alcohol, and the enforcement of policies:

- Greg Malone, Chief Executive Officer
- Veronica Pantoja, Director of Human resources, Controller
- Stephanie Shelburne, Director of Online Education
- Sharon Dugan, Compliance and Regulatory Consultant
- George McPhatter, Director of Financial Aid

Time Frame of Review

Casa Loma college conducts biennial reviews on even-numbered years. The 2018 Biennial review covers the prior two academic years. 2016-2017 and 2017-2018. It is the College's intent to publish the review by September 30 of each even-numbered year.

Materials Reviewed

The following materials and programs were examined during the biennial review:

- Casa Loma College Catalog
- Casa Loma College Annual Campus Security Safety Report
- Drugs and Alcohol Program Policy
- Casa Loma College Website
- Casa Loma College Employee Handbook
- Counseling Referrals List
- Casa Loma College Student Conduct

Requesting Copies of the Biennial Review

Casa Loma College includes on its website Public Disclosures which has links to the Drug and Alcohol Abuse and Prevention Program, Biennial Review the Annual Security Report.

<https://casalomacollege.edu/admissions/public-disclosures/>

Copies for the most recent Policy and Biennial review are available to read. Request for paper copies and questions should be directed to veronica.pantoja@casalomacollege.edu or by phone at 818.785.2726.

Distribution Of Policy

The college distributes the Drugs and Alcohol Prevention Program policies to all students and employees in an email by October 1st annually. The Drug and Alcohol policy is also distributed to all new employees as part of our orientation process. In the past the College has made notification and distribution of policy to students and employees via the College's learning management system, Moodle with a direct link to the [Drug and Alcohol Abuse Prevention Program](#).

While the College consistently provides annual notification to its students and employees, in the process of conducting the 2018 Biennial Review, it was determined that the College was distributing the drug and alcohol policy in a way which prevented us from knowing if students and employees actually received the policy. Starting with 2019 the Drug and Alcohol Abuse Prevention Policy will be not only posted with notification on Moodle, but will also be emailed directly to each students and employee along with the [Annual Security Report](#).

Students that attend College after the annual fall distribution of the Policy will beginning January 2019 receive the same e-mail sent out during the Fall annual notification. They will be informed between the second and third week of their first semester. For new employees of the College that begin work after the annual distribution, Human Resources provides the Policy during their orientation process.

Drug and Alcohol Policy Statements Inventory

The Drug and Alcohol Policy and Prevention Program is the comprehensive policy material for the College. However, various other Departments address and/or reference alcohol and drug use/abuse in their handbooks and operational processes. Below is a list of those statements, the document that it is referenced in and the department responsible.

The Casa Loma College Policy on Drugs and Alcohol Use is located in the following literature and website pages and are accessible to all:

- College Catalog
- Public Disclosures Information web page
- CLC Library Resources

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

College Catalog

A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance. A conviction that was reversed, set aside, or removed does not count, nor does one received as a juvenile, unless 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 of ineligibility	Indefinite period of ineligibility

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.

The College must provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of the student's loss of eligibility and the methods whereby the student can become eligible again.

Regaining Eligibility

To regain eligibility, a person must successfully complete a drug rehabilitation program recognized by a federal, state or local government agency and the program must include at least two unannounced drug tests OR if the conviction was reversed, set aside or removed from the student's record. If a student is denied eligibility for an indefinite period, the student can regain eligibility after completing a drug rehabilitation program as described previously or if the 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.

It is the student's responsibility to certify to the school that they have successfully completed the rehabilitation program.

Student Responsibilities if Convicted During Period of Enrollment

According to the US Department of Education, if a student is convicted of a drug offense after receiving Federal aid, they must notify the Financial Aid Office immediately.

That student will:

- Be immediately ineligible for further aid and will be required to pay back all aid received after the loss of eligibility.
- Be required to self-certify their eligibility for Federal aid with regard to drug convictions on the FAFSA.

If a student has been convicted of a drug offense while applying to receive Title IV Federal financial aid, they are required to report the conviction on item 23 of the FAFSA.

Student Code of Conduct

Excerpt from policy found in College Catalog

Alcoholic Beverages and Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on or off College property or clinical affiliation sites.

Drug and Alcohol Abuse Policy

Excerpt from College Catalog

The use of any substance, legal or otherwise, for the intention of intoxication, or regardless of intent, if misused, or that is deemed harmful or potentially harmful to self or others, may be considered substance abuse. Casa Loma College therefore prohibits the following on any College owned or controlled property, or at any College activity, on or off campus:

- Illegally manufacturing, distributing, or dispensing illegal drugs, including marijuana and its derivatives
- Storage of illegal drugs, marijuana or alcohol anywhere on College property
- Possessing, selling or using drug paraphernalia
- Possessing or consuming alcohol or illegal drugs, marijuana, and/or being impaired by alcohol, illegal drugs, or marijuana.

Drug-Free Workplace

Excerpt from College Employee Handbook

Federal regulations require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Casa Loma College is committed to achieving a safe, healthy and productive work and academic environment for all employees free from the effects of illegal drugs and employee alcohol consumption. All employees of Casa Loma College must comply with this policy as a condition of employment. Persons who are not employees of the College but perform work at the College for its benefit (such as contractors, vendors, volunteers, visitors) are also required to comply with this policy. It is the policy of Casa Loma College to prohibit illegal drug usage, possession, sale and distribution on or in Casa Loma College property, or while performing Casa Loma College business on or off campus, and to prohibit alcohol/drug usage which may affect a person's job performance.

Casa Loma College provides assistance to our employees by means of referral in getting help. However, it is the responsibility of each employee to seek assistance before drug and alcohol and drug lead to a violation of College policy. Once a violation of this policy occurs, subsequently seeking assistance or voluntarily entering a rehabilitation program will not necessarily lessen any disciplinary action and may be disregarded in any disciplinary decision.

Violation of this policy or any other policy of Casa Loma College relating to alcohol or drugs may result in disciplinary action, up to and including suspension and termination. Because of the importance to all employees of enforcement of the College's drug and alcohol policies, disciplinary action involving these policies may be implemented with or without warning to the disciplined employee.

Prohibited Conduct

Excerpt from College Employee Handbook

Possessing, consuming or being under the influence of alcohol, drugs, or intoxicants of any kind on CLC property or related affiliates.

DMS Student Handbook

Excerpt from handbook Prohibited Conduct

Alcoholic Beverages and Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on or off College property or clinical affiliation sites.

MRI Student Handbook

Excerpt from handbook Prohibited Conduct

Alcoholic Beverages and Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on or off College property or clinical affiliation sites.

PTA Student Handbook

Excerpt from handbook Student Conduct

A student must not possess, nor be under the influence of any intoxicating beverage or drug, nor possess weapons, nor create a safety hazard to others while on college premises, or off-campus affiliated sites. Occurrences of these violations will result in immediate suspension or termination from the Program.

Public Disclosures

College Navigator is a tool provided by the Department of Education that provides information submitted by colleges and universities including tuition and costs of attendance, accreditation information, financial aid statistics, graduation and retention rates, default rates of graduates who defaulted on loan repayment, and other general information such as admissions criteria, faculty numbers, etc.

Annual Security Report 2018

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff.

The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Casa Loma College, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies regarding alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and a report on residence hall fires and emergency preparedness and response.

Please review the attached 2018 Casa Loma College Annual Security Report on Campus Crime, Fire, Alcohol, and Illegal Drugs. For a printed copy, please contact the Human Resources Offices at 818-785-2726.

Transfer of Credit Policy

Sexual Misconduct and Harassment Prevention Policy

Copyright Policy

Drug and Alcohol Abuse Prevention Program

Sanctions for Students

Casa Loma College has intervention strategies for addressing violations of the Policy with students, based on the level of violation. The overall goal of these sanctions and interventions are to 1) educate the individual on how their choices may negatively impact themselves or others; 2) deter the individual from engaging in unhealthy and/or harmful behavior; and, 3) motivate the individual to change their behavior so that they may contribute to a healthy and safe campus community.

Intervention and sanctions include but are not limited to: warnings, required educational programs, meeting with an outside Crisis Counselor, improvement plan, external substance abuse assessment, enrollment in a treatment program, probation, suspension, expulsion, and referral for prosecution. Intervention and imposed sanctions will vary based on the circumstances and severity of the incident, as well as prior acts.

Ordinarily, the Title IX Coordinator, Chief Executive Officer, and appropriate Program Director oversee the conduct and resolution process for students.

Written Exemptions/Request to Serve Alcohol on Campus

Alcohol on campus is strictly prohibited unless a written exemption is issued by the Chief Executive Officer. Exemptions are infrequent, and if they are approved, it is usually for the Holiday Party.

Alcohol and Drug Prevalence Rate -Students

During this Biennium, Casa Loma College had zero (0) drug/alcohol incidences involving a student. There were no reported alcohol or drug-related incidents requiring admission to an Emergency Room, ambulance transport, or treatment/counseling enrollment. There were no on-campus student fatalities.

Alcohol and Drug Prevalence Rate -Employees

During this Biennium, Casa Loma College had zero (0) drug/alcohol incidences involving an employee. There were no reported alcohol or drug-related incidents requiring admission to an Emergency Room, ambulance transport, or treatment/counseling enrollment. There were no on-campus employee fatalities.

Alcohol and Drug Comprehensive Programming, Awareness, and Intervention

The prevention programs offered by Casa Loma College to students and employees are designed to nurture a healthy learning environment free from alcohol and drug use/abuse. The intent of the programming is to provide awareness on the health risks associated with substance use, internal and external resources available to provide assistance, and legal ramifications.

To meet these goals Casa Loma College offered various events and classes:

2017-2018: DCR Violence Prevention course was made available and made mandatory to all current and new students and employees.

In addition several new interactive resources were added to the college's learning management system, Moodle, such as Student Wellness, Violence Prevention, Bystander Awareness.

Campus Activity: WEAR RED on Thursday, October 18th and Saturday October 20th to show your support!

Casa Loma College joins with the Office of National Drug Control Policy (ONDCP) in recognizing National Substance Abuse Prevention Month (NSAPM.) NSAPM is an annual observance focused on raising the public awareness and encouraging communities to take action and get involved to prevent substance use.

This is a great time to help a friend or a loved one who is suffering from substance abuse – chances are, you know someone who is affected by substance abuse, either directly or indirectly.

October 27th is National Prescription Drug Day Take Back Day providing individuals with a safe and responsible way to dispose of left-over prescription drugs. According to the 2016 National Survey on Drug Use and Health, 6.2 million Americans misused controlled prescription drugs. The study shows that a

majority of abused prescription drugs were obtained from family and friends, often from the home medicine cabinet.

If you have leftover prescription drugs in your medicine cabinet, you can use the Drug Enforcement Administration's Website to search for a collection site near you. Once you have located a nearby site, you can take your old prescription drugs to the location and drop them off. It's as simple as that.

Drug and Alcohol Abuse Prevention Programs Strengths

- No on-campus violations or arrests/referrals for violations of law or policy relating to drugs and alcohol
- Creation of the Student Wellness Resource on Moodle
- Creation of the Violence Prevention course and Bystander Intervention course
- More awareness activities opened up on campus

Drug and Alcohol Abuse Prevention Programs Weaknesses

- Minimal collaboration with students and faculty to help facilitate awareness and prevention activities and events
- Limited educational resources for students and faculty regarding prevention, awareness, signs and symptoms

Alcohol and Drug Comprehensive Program Recommendations

In the 2018 Biennial Review, the Committee Members conducted an overview and proposed some recommendations to be accomplished during this next biennium.

- A need for a yearly calendar outlining events directed at prevention and awareness
 - This recommendation was initiated during the 2017-2018 academic year with implementing of the DCR Violence Prevention course; however, other components will be added to enhance the education of prevention and awareness of drugs and alcohol.
- Offer more programming directed at faculty and staff
 - This objective is a continuous process. Employees of the College have access to Moodle, which has a variety of resources for health and wellness, violence prevention, stress management, and emotional well-being. In addition, employees have access to hundreds of open access courses, which include courses on substance abuse.
- More collaboration with external resources so that employees and students are more aware of the availability of resources for students
- Notification to students and employees will expand to emails as well as notifications on Moodle.

Conclusion

Casa Loma College has strived to develop and maintain programs that prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Abuse of alcohol and other

drugs increases the risk for behavioral and social problems that can create a negative impact on work and learning environments. The laws of the state of California and the policies of Casa Loma College prohibit the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances. Our commitment to students, and employees obligates us to provide a robust Policy which implements steps to provide enforcement, education, support, and a substance-free environment for our College.

As part of the review process, please examine the following attachments:

Biennial Review Closing

By submission of this Biennial Review, the Office of Compliance and Regulatory in conjunction with the member so the committee has concluded the requirements outlined in the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]. Casa Loma College will continue to work to provide policies, processes, trainings, activities and events that will serve the College to shape a healthy culture that benefits students and employees.

APPENDIX 1:

DRUG AND ALCOHOL ABUSE PROGRAM POLICY

PURPOSE

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the College provides a Drug and Alcohol Abuse Prevention Program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to exemplify high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol, illegal drugs, or controlled substances at Casa Loma College would adversely affect the educational environment. Therefore, the College is committed to having a drug-free campus.

As a condition of receiving federal financial assistance, institutions of higher education must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students or its employees on its campus or as part of any of its activities. Casa Loma College complies with this requirement and, equally importantly, believes that it has an obligation to create awareness of the health risks associated with alcohol abuse and illicit drug use.

Compliance: In compliance with the federal Drug Free Schools and Campuses regulations, the College will notify students and employees of its alcohol and other drugs program on an annual basis. The College also will perform a biennial review of its program and retain the records of that review in accordance with the Department of Education's requirements.

Annual Notification: The College will ensure that students receive annual notification of the College's Drug and Alcohol Abuse Prevention Program as required by the Drug Free Schools and Communities Act of 1989. The annual notification will include, but not limited to:

- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property, at clinical sites or at any College activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- A clear statement that Casa Loma College will impose disciplinary sanctions on students and employees for violations of this policy.
- The notice that all students must adhere to this policy during their enrollment at Casa Loma College.

Biennial Review: The College conducts a biennial review of this program to determine its effectiveness and implement changes to this policy/program as needed to ensure that the disciplinary sanctions are enforced consistently.

Application of Program: Casa Loma College's Drug and Alcohol Prevention Program applies to all members of the College community, including, students, staff, faculty, affiliates, volunteers and visitors. The full content of the Drug and Alcohol Prevention Program is available at <http://www.casalomacollege.edu/admissions/drugs>.

Drug, Cannabis and Alcohol Policies: The use of any substance, legal or otherwise, for the intention of intoxication, or regardless of intent, if misused, or that is deemed harmful or potentially harmful to self or others, may be considered substance abuse. Casa Loma College therefore prohibits the following on any College owned or controlled property, or at any College activity, on or off campus:

- Illegally manufacturing, distributing, or dispensing illegal drugs, including marijuana and its derivatives
- Storage of illegal drugs, marijuana or alcohol anywhere on College property
- Possessing, selling or using drug paraphernalia
- Possessing or consuming alcohol or illegal drugs, marijuana, and/or being impaired by alcohol, illegal drugs, or marijuana.

Cannabis Policy: Marijuana is an illegal substance and is prohibited. Marijuana is considered a Schedule I drug by the US Drug Enforcement Agency, which means it has a high potential for abuse, and no currently accepted medical treatment use. Cannabis may cause permanent damage to lungs, reproductive organs and brain function, slows reflexes, increases forgetfulness, and alters judgment of space and distance. Any student who is found to be in possession of or using marijuana will face disciplinary action, up to termination and possible criminal charges. Water pipes, bongs, hookahs, and other paraphernalia commonly associated with drug use are also prohibited.

Medical cannabis which is prescribed for healing purposes is prohibited on Casa Loma College property, during College events or activities, or during off-campus College related work, even though there may be state laws which permit its use.

The College considers the abuse of cannabis to be incompatible with the essential functions of health care providers.

Tobacco and E-Cigarette Policy: It is the policy of Casa Loma College to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and other cigars is hazardous to health. According to the US Food and Drug Administration that cigarettes pose acute health risks and detectable levels of carcinogens and toxic chemicals.

Smoking and the use of tobacco and e-cigarette products are not permitted on any Casa Loma College property, including all buildings and facilities, walkways, and building entrances, except as provided below. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the

purpose of their visit. Students and faculty must also abide by all clinical facility rules and regulations pertaining to smoking.

Designated smoking areas have been established in the student parking lots. When using designated smoking areas students should not leave cigarette butts on the ground. Cigarettes must be disposed of in trash receptacles.

“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

“Tobacco Product” means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amount of nicotine that is manufactured, offered for sale, sold, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

All smoking materials be extinguished prior to entering upon any Casa Loma College property without exception.

It is the responsibility of the student to observe the policy on Tobacco and E-cigarettes. Failure to comply with the policy will be treated as a violation of the College’s policies and may result in disciplinary action.

Sanctions: Student sanctions for violation of the College’s Drug, Cannabis and Alcohol policy include disciplinary action (as described below) and referral for criminal prosecution depending upon the nature and gravity of the infraction and the degree to which violation of the policy adversely affected the well-being of the community or the fulfillment of the College’s mission. Sanctions will be administered by the Chief Executive Officer. Penalties for infractions, even for a first offense, range from a warning, referral for an appropriate assistance program, confiscation, restitution, suspension, up to and including termination from the program and the College. Failure or refusal to complete any necessary paperwork or to submit to a drug screening is grounds for disciplinary action up to and including termination. Students, who are not satisfied with the outcome of discipline for an infraction of this policy may take advantage of the provisions of the Student Grievance Policy found under *Student Policies and Procedures* in the College Catalog.

Depending upon the particular circumstances, continued attendance at the College by students who are found to be in violation of the terms of this policy may be contingent upon satisfactory completion of drug screening and interim drug screening as required, participation in a drug abuse assistance, counseling and/or rehabilitation program.

NOTE: A conviction for the sale or possession of illegal drugs may affect a student's eligibility for federal student financial aid. For more information students can refer to the Federal Student Aid Webpage at: <http://www.ifap.ed.gov>.

Federal Offenses: *Title 21 U.S.C. Sections 841 and 844 to 845* state that it is unlawful to possess a controlled dangerous substance, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1000.00 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000.00 in civil penalties.

In addition to Federal laws, the State of California has its own laws dealing with distribution, manufacturing, and possession of controlled substances.

The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five "schedules." Schedule I, being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" when compared with drugs in Schedules I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg of codeine per 100 grams.

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.

In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.

In the case of a schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.

In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.

Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.

Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, "angel dust") is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000.

Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

Drug Classification Schedules

1. Schedule I
 - a. The drug or other substance has a high potential for abuse.
 - b. The drug or other substance has no currently accepted medical use in treatment in the United States.
 - c. There is a lack of accepted safety for use of the drug or other substance under medical supervision.
 - d. Consist primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc.
2. Schedule II
 - a. The drug or other substance has a high potential for abuse.
 - b. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
 - c. Abuse of the drug or other substances may lead to severe psychological or physical dependence.
 - d. Includes opium, cocaine and methadone, among other illicit drugs.
3. Schedule III
 - a. The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II.
 - b. The drug or other substance has a currently accepted medical use in treatment in the United States.
 - c. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. Include those which have less potential for abuse than schedule I or II
4. Schedule IV
 - a. The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III.
 - b. The drug or other substance has a currently accepted medical use in treatment in the United States.
 - c. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.
5. Schedule V

- a. The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV.
- b. The drug or other substance has a currently accepted medical use in treatment in the United States.
- c. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

Health Risks of Alcohol and Other Drugs

There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction. Use of alcohol and illegal substances is a major factor in accidents and injuries, and among persons between the ages of 18 and 24, it is responsible for more deaths than all other causes combined. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome which is can cause irreversible physical abnormalities and mental retardation. Long term consumption of large quantities of alcohol, can lead to permanent damage to vital organs such as brain and liver.

- *Alcohol* can cause toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment
- *Amphetamines* can cause loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression
- *Barbiturates* can cause severe withdrawal, possible convulsions, toxic psychosis, depression, physical dependencies, impaired judgment
- *Benzodiazepines* can cause impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence
- *Cannabis* Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.
- *Cocaine* Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.
- *Codeine* can cause physical dependence, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations
- *Hallucinogens* (PCP, LSD, Ecstasy) Causes extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.
- *Heroin* can cause physical dependence, constipation, loss of appetite, lethargy, respiratory depression
- *Inhalants* can cause psychological dependence, psychotic reaction, confusion, frozen airway, sudden death
- *Mescaline* may intensify existing psychosis, hallucinations at high dose

- *Morphine* can cause physical dependence, constipation, loss of appetite, lethargy
- *Sedatives* Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.
- *Steroids* can cause cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

For more information on the effects of specific substances visit:
<https://www.dea.gov/druginfo/factsheets.shtml>

Drug and Alcohol Assistance and Resources

Prevention

In order to prevent drug and alcohol abuse, it is important to stay informed. Click on the links below to learn more about preventing substance abuse and warning signs that you or someone you know may have a problem. If you think you may have a problem, take one of the screenings below and talk to a professional about your concerns. Local and national resources are listed below.

- <https://www.samhsa.gov/prevention>
- <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>
- <https://www.recoveryconnection.com/prevent-drug-addiction/>

<https://www.helpguide.org/articles/addictions/drug-abuse-and-addiction.htm>

Screening Resources:

- <http://www.drugscreening.org/>
- <http://www.alcoholscreening.org/Home.aspx>

Substance Abuse Education: The College does not provide in-house alcohol and drug prevention programs, however does refer employees and students in need to local counseling and treatment facilities within the campus's jurisdiction. Students are also encouraged to contact the local Alcoholics Anonymous Organization <http://www.aa.org/>.

Available Counseling, Treatment, Rehabilitation or Reentry Program: Help is available for persons in need of counseling or other treatment for substance abuse. Listed below are several agencies within the jurisdiction of each of our campuses.

Community Support Programs: The following 12-Step Programs provide support for addiction recovery:

- AL-ANON (818) 760-7122 <http://www.al-anon.alateen.org>
- Alcoholics Anonymous (818) 988-3001 www.aa.org
- Cocaine Anonymous (818) 760-8402 www.ca.org
- Cannabis Anonymous (800) 766-6779 www.cannabis-anonymous.org

- Narcotics Anonymous (818) 773-9999 www.na.org

Community Treatment Programs

- Matrix Institute on Addictions (fee for service) (800) 310-7700 <http://www.matrixinstitute.org>
- Tarzana Treatment Centers (fee for service) (818) 996-1051 www.tarzanatc.org
- “211” Dial 211 for a referral for a treatment center in Los Angeles County. Los Angeles County Department of Health Services <http://publichealth.lacounty.gov/sapc/findtreatment.htm>

High Road Program
14430 Sherman Way
Van Nuys, CA 91405-2340

American Health Services/Van Nuys
6265 Sepulveda Boulevard, Suite 9
Van Nuys, CA 91411

National Toll-Free Hotlines

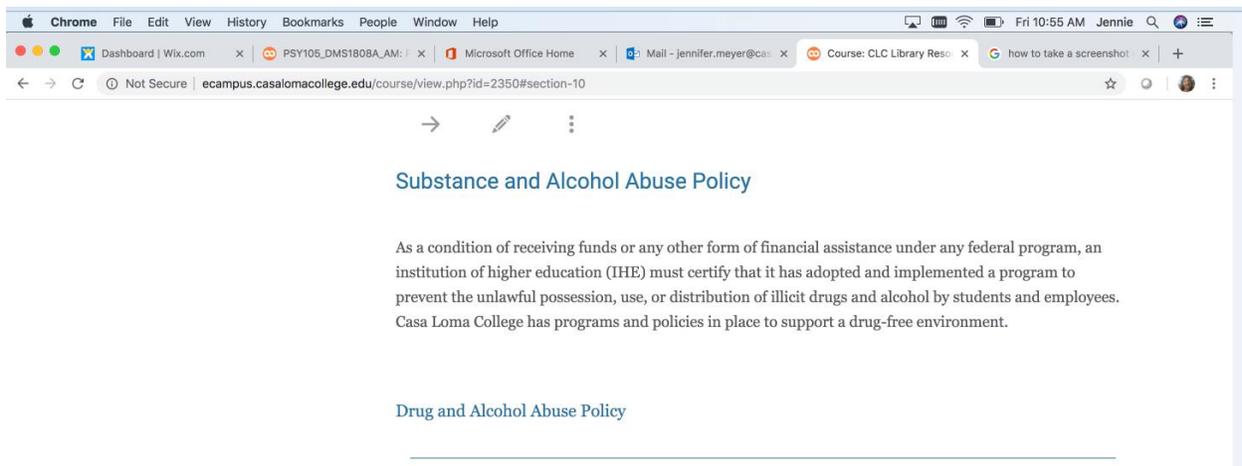
The National Institute on Drug Abuse Hotline
Information and referral line that directs callers to treatment centers in the local ,
(800) 662-HELP (M-F, 8:30a.m. - 4:30p.m.)

Parent’s Resource Institute for Drug Education (PRIDE)

1-800-241-9746 (M-F, 8:30a.m. - 5:00p.m.)
1-800-COCAINE (M-F, 9:00a.m. – 3:00a.m.; S-S, 12 noon – 3:00a.m.)

APPENDIX 2:

Screen shot of the notification on Moodle to students and employees



APPENDIX 3:

Communication to Employees regarding the Drug and Alcohol Abuse Policy and the Annual Security Report was sent via email September 21, 2018, through Microsoft Office 365 in coordination with Human Resources and Compliance and Regulatory Offices.

Dear Employees:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff.

The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Casa Loma College, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies regarding alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and a report on residence hall fires and emergency preparedness and response.

Please review the attached 2018 Casa Loma College Annual Security Report on Campus Crime, Fire, Alcohol, and Illegal Drugs. For a printed copy, please contact the Human Resources Offices at 818-785-2726.

If you review the crime stats – we do not have any although you may have heard of incidences on campus; however, none of those incidents were categorized under Clery Crimes. While we did have incidents of vandalism which is a Clery Crime none of them were due to hate crimes, which they must be to be counted in the stats.

Also you will notice that several of your names are included as Campus Safety and Security Authorities. Part of the report is to identify responsible parties – this will be discussed in a meeting in the near future. If you prefer NOT to be a part of the team, please let me know as soon as possible. If you have any questions, please let me know.

APPENDIX 4:

Communication to Students regarding the Drug and Alcohol Abuse Policy and the Annual Security Report was sent via email September 21, 2018, through Microsoft Office 365 in coordination with the Financial Aid Office and Compliance and Regulatory Offices.

Dear Student

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff.

The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Casa Loma College, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies regarding alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and a report on residence hall fires and emergency preparedness and response.

Please review the attached 2018 Casa Loma College Annual Security Report on Campus Crime, Fire, Alcohol, and Illegal Drugs. For a printed copy, please contact the Human Resources Offices at 818-785-2726.

In addition, I have added the Student Information Change Form - so that we can ensure that you are notified of any campus incident or emergency, please make sure that the Registrar's Office has your current and correct email address and cell phone number.

