

## **ALCOHOL AND SUBSTANCE ABUSE INFORMATION AND EDUCATION**

Consistent with its mission of enabling students to reach their educational goals, Golden State College of Court Reporting & Captioning is committed to creating a campus environment that is free from both the illegal and the harmful use of alcohol and drugs. Such an environment supports the welfare of the entire campus community and creates a positive context for both learning and work.

The use of alcohol or other legal drugs in a manner that undermines a campus climate of civility, collegiality, and adherence to the policies contained herein is not consistent with the values of Golden State College, and will not be tolerated.

Golden State College of Court Reporting & Captioning has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

The purpose of this policy is to clearly state the policy of Golden State College concerning alcohol and drugs, provide procedural guidelines, communicate the consequences of failing to adhere to established policies, and provide guidance as to available resources.

### **Standards of Conduct-**

The Golden State College campus has been designated "Drug Free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Dublin Police Department. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Golden State College alcohol policy for anyone to consume or possess alcohol in any public or private area of campus.

### **Local, State & Federal Legal Sanctions-**

Violation of College policies concerning illicit drugs shall result in appropriate disciplinary action up to and including suspension or expulsion for the College. The following is a brief summary of the state and federal criminal sanctions that may be imposed upon someone who violates the illicit drug policy at Golden State College or elsewhere in the State of California.

1. A violation of California law for the possession, use, and/or sale of narcotics, marijuana, and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years plus fines up to \$100,000 for each count.
2. A violation of federal law for the possession, use, and/or sale of narcotics, marijuana, and/or other illicit drugs may include imprisonment in a federal penitentiary for one to fifteen years plus substantial financial penalties.
3. A violation of the law involving an individual being under the influence of a combination of alcohol and drugs (itself potentially fatal), may result in an increase in criminal sanctions and penalties.

In addition to legal sanctions, students who violate college policies on alcohol and drugs are in violation of the Student Conduct Code and may be subject to discipline. While a minor first infraction may result in a warning, subsequent infractions will result in substantial sanctions up to and including expulsion.

While students possessing legally prescribed marijuana may be free from criminal prosecution under California law, they are, nonetheless, required to adhere to the Student Conduct Code. Students who are in possession of legally prescribed cannabis are not exempt from the College's prohibition against the manufacture, possession, or use of marijuana on campus.

### **Alcohol & Other Drugs - Risks and Resources-**

There are many documented risks associated with alcohol and other drug abuse, affecting not only individuals, but also their families and friends. Alcohol and other drug abuse can lead to serious health and social problems, including short and long-term effects on the body and mind. Additionally, alcohol and other drug abuse can affect academic, athletic, work performance, and can lead to violent or destructive behaviors. There is also a strong relationship between alcohol and other drug abuse and risk of inappropriate sexual behaviors or depression.

For more information and a complete list of the negative effects of alcohol and other drugs, visit the following Web site: [www.drugfree.org/portal/drug\\_guide/alcohol](http://www.drugfree.org/portal/drug_guide/alcohol).

### **Where to Get Help-**

Golden State College is too small to offer on-campus health services or drug and alcohol counseling services. However, living in the San Francisco Bay Area, we are fortunate to have a myriad of options available for seeking help with overcoming alcohol and drug addiction.

Help is as close as a click or call away. There are 12-Step meetings every day. There are professional psychologists too numerous to mention. Here are a couple of sites to visit: [www.drugalcoholhelp.com](http://www.drugalcoholhelp.com) and [www.addict-help.com](http://www.addict-help.com).

Counseling In the Pleasanton/Dublin/Danville/San Ramon (Tri-Valley) Area:

**Discovery Center**, 155A Town and Country Dr., Suite A, Danville, 94526 (925) 837-0505.

Assessment, both individual and group counseling, workshops support groups, sliding scale and private insurance accepted, but no one is turned away for inability to pay.

For other counseling centers around the Greater Bay Area, contact the School Director for assistance.

### **Policy Violations & Sanctions-**

#### **EMPLOYEE POLICY:**

It is the policy of Golden State College to provide a safe, healthy and productive workplace for all employees. The unlawful possession, use or distribution of alcohol and illicit drugs by employees on college property or as part of any of its activities is prohibited. College activities shall include attendance at professional meetings. The College also does not condone abusive or inappropriate use of alcohol. Abusive or inappropriate use of alcohol shall be determined on a case-by-case basis, but may include any individual incidence of drunkenness, any level of intoxication or habitual intoxication during normal business hours.

Any faculty, staff, administrator or other employee who violates the policy on alcohol and other drugs shall be subject to corrective or disciplinary action up to and including reassignment, suspension and dismissal, in accordance with, and only as permitted by college policy, state and federal law.

In addition to the foregoing, the following sanctions may be imposed for violation of the alcohol and drug policy by employees:

- Restitution for any damages that result from the conduct of the violator.
- Requirement to participate satisfactorily in a drug abuse assistance or rehabilitation

program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Further, if employees are found to be in violation of our Standards of Conduct mentioned above, they will be subject to referral for prosecution.

OTHER WORKERS POLICY:

Persons who are not employees of Golden State College but who perform work for its benefit (such as independent contractors, temporary employees provided by agencies, visitors engaged in joint projects, etc.) are required to comply with this policy. Violation by such persons is likely to result in their being barred from the workplace, even for a first offense.

STUDENT POLICY:

Any student who violates the policy on alcohol and other drugs shall be subject to corrective action, such as referral to a substance abuse program or other counseling, or disciplinary action up to and including the possibility of dismissal from the institution.

In addition to the foregoing, the following sanction may be imposed for violation of the alcohol and drug policy by students : -Restitution for any damages that result from the conduct of the violator.

Further, if students are found to be in violation of our Standards of Conduct mentioned above, they will be subject to referral for prosecution.

**Implementation-**

The School Director is responsible for the implementation and administration of this policy and College compliance with the *Drug-Free Workplace and Drug-Free Schools and Campuses Act*.

As required in these acts, all members of the campus community will be informed of the contents of this policy on an annual basis.

- New and continuing students and their parents will be made aware of this policy at least once every year, by the School Director through new student orientations and the student catalog.
- New and continuing employees will be made aware of this policy through the Employee Handbook.
- Information about this policy will be distributed through the college Web site.
- Students will be made aware of the risks associated with illegal and irresponsible use of alcohol and other drugs through a broad array of educational programs, services and resources that focus on promotion of the legal, responsible use of alcohol and prevention of alcohol and other drug abuse.

In concert with the Board of Directors, the School Director oversees the enforcement of this policy and resolution of violations. In addition, the Institutional Effectiveness Committee will convene annually to develop and review campus alcohol and other drug abuse prevention programs and goals, assess the effectiveness of these programs, and make recommendations for change and/or improvement.

**Biennial Review-**

**A report addressing the effectiveness of these programs will be provided to the Chief Executive Officer of Golden State College of Court Reporting & Captioning every two years.**