

HIGHLAND COMMUNITY COLLEGE  
DRUG AND ALCOHOL PREVENTION PROGRAM POLICY

BOARD OF TRUSTEE APPROVAL: 10/14/1992  
BOARD OF TRUSTEE REVISED APPROVAL: 08/28/2013

EFFECTIVE DATE: 10/15/1992  
REVISED EFFECTIVE DATE: 08/29/2013

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This statement of Highland Community College's drug and alcohol prevention program and statement about substance abuse is meant to comply with the Drug-Free Work Place Act and Drug Free Schools and Communities Act of 1989. It will be annually distributed to each employee and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study.

A. STANDARDS OF CONDUCT CONCERNING ILLICIT DRUGS AND ALCOHOL

Highland Community College prohibits:

\*\*the possession or use of alcohol and illicit drugs by students and employees on its property or as part of any of its activities with the following exceptions:

- Students and employees in the Enology program, located at HCC's Wamego location, are allowed to be in possession of alcohol products in HCC's licensed winery and storage areas.
- Students and employees involved in wine testing and sensory evaluation as part of the teaching/learning process are allowed to be in possession of alcohol products for the purpose of the tasting of alcohol in classrooms designated for that coursework at the HCC Wamego Center.
- The President and the Vice President for Institutional Advancement will be allowed to possess and store, in a secure designated area on the Highland campus, products produced by the HCC Enology program.
- The possession and consumption of alcohol will be allowed at College functions and other functions approved for the HCC Wamego Center and the Klinefelter Barn. All State and Federal laws apply.

\*\*the possession or use of alcohol by those under the minimum legal age (21).

\*\*the sale, gift or otherwise furnishing of alcohol to a person under the minimum legal age (21).

\*\*the sale, gift or otherwise furnishing of alcohol to an intoxicated person regardless of their age.

\*\*working or attending class while under the influence of alcohol or illicit drugs.

B. LEGAL SANCTIONS UNDER LOCAL, STATE OR FEDERAL LAW FOR THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

All current city of Highland, state of Kansas, and Federal sanctions apply.

C. HIGHLAND COMMUNITY COLLEGE'S DISCIPLINARY SANCTIONS FOR UNLAWFUL USE OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS AND EMPLOYEES

**STUDENTS**

Highland Community College will take action against students who violate the HCC Standards of Conduct Concerning Illicit Drugs and Alcohol. Students who violate this policy may be reported to the appropriate law enforcement officials and subject to sanctions by the College as described in the HCC Student Handbook.

**EMPLOYEES**

Employees are expected to abide by the HCC Standards of Conduct Concerning Illicit Drugs and Alcohol. Employees must notify the President of Highland Community College in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. Within 30 calendar days of receiving written notice from an employee with respect to a criminal drug statute conviction, the College may impose the following sanctions:

- \*Short term suspension without pay;
- \*Long term suspension without pay;

- \*Required participation in a drug and alcohol intervention, counseling or treatment program at their own expense that has been approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
- \*Termination from employment.

Employees subject to these penalties will be afforded all due process rights to which they are entitled under their contract and Kansas Law. Within 10 calendar days of receiving written notice from an employee with respect to a criminal drug statute conviction, the College will notify the agency (Director, Grants and Contracts Service, U.S. Department of Education) of the conviction.

#### D. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

##### **SUBSTANCE ABUSE ENDANGERS YOUR MIND AND BODY** *and health effects may be long-lasting.*

###### ALCOHOL

is the most commonly abused drug. It causes thousands of deaths each year from diseases, motor vehicle accidents, and accidents at work, school and home. Even moderate use greatly increases the risk of a motor vehicle or other accident.

###### FIRES

An impaired or careless worker is always a fire hazard.

###### OTHER INJURIES

A careless attitude or impaired skills can cause an accident at any environment, at any time.

##### **SUBSTANCE ABUSE DESTROYS WORK AND SCHOOL PERFORMANCE**

*Don't let anybody kid you – and don't kid yourself. Alcohol and other drugs interfere with the basics of doing a good job. Substance abuse affects:*

###### PRODUCTIVITY

Missed workdays, poor motivation and poor efficiency all combine to reduce the amount of work completed.

###### COOPERATION WITH OTHERS

People working together make life more pleasant – and productive. Substance abuse destroys a cooperative spirit.

###### MOTIVATION

Most people want to do a good job. An abuser cares less about the job or school and more about getting and staying “high.”

###### QUALITY OF WORK

Impaired skills and a bad attitude combine to make poor quality work “good enough” for some people.

###### CONCENTRATION AND JUDGMENT

All jobs require concentration and careful decision-making. Alcohol and other drugs interfere with both of these.

###### EMPLOYEE AND STUDENT THEFT

An alcohol or drug habit can make severe financial demands on people – and may prompt them to steal.

## IT'S A LOSING PROPOSITION FOR EVERYONE!

### SUBSTANCE ABUSERS

*face loss of:*

- \*Wages or salary from sick days or suspension
- \*Raises and promotions due to poor work

If substance abuse continues, the worker may lose his or her job entirely or be forced to drop out of school.

### OTHER EMPLOYEES LOSE

*Substance abuse kills productivity, which hurts business. All employees face the loss of:*

- \*Pay raises
- \*Increased benefits
- \*Job security

### HIGHLAND COMMUNITY COLLEGE

*faces loss of:*

- \*Production of service from each worker
- \*Business and goodwill from dissatisfied customers

### COCAINE

is an addictive stimulant with unpredictable effects. It may produce changes in blood pressure, heart and breathing rates. It may cause coma – or even death. Severe weight loss and liver damage may result from continued use.

### MARIJUANA

affects coordination, short-term memory, visual tracking, and heart rate. Regular use produces changes in the reproductive system, damage to lungs and it may affect the immune system.

### PRESCRIPTION DRUGS

include stimulants (uppers), depressants (downers), and some narcotics. Used illegally or improperly, they can cause physical and mental dependence, heart problems, malnutrition, even coma and death.

### OTHER DRUGS

such as PCP, LSD, heroin, mescaline and morphine have a wide variety of negative health effects –from hallucinations and mental confusion to convulsions and death.

### COMBINATION OF DRUGS

make physical and mental effects unpredictable and often much more severe than if the same drugs were taken separately. Combining alcohol with depressants, cocaine, or marijuana can be especially dangerous.

## SUBSTANCE ABUSE CAUSES WORK AND SCHOOL INJURIES, TOO

People need good judgment and physical skills to stay safe – but alcohol and other drugs can make any job dangerous.

*Substance abuse can cause:*

### IMPAIRED EYESIGHT

--blurred, double or multiple vision; difficulty tracking objects; poor side vision, hallucinations

#### SLOWER REACTION TIME

--significantly slower reflex actions

#### LESSENERED CONCENTRATION

--inability to focus on a task long enough or carefully enough to complete it

#### POOR JUDGMENT

--overconfidence, inability to weigh consequences

#### POOR COORDINATION

--decreased ability to perform simple tasks; poor balance and motor skills

#### Impaired skills can cause:

#### MOTOR VEHICLE ACCIDENTS

Any student or employee who drives under the influence of alcohol or other drugs risks a serious crash.

#### INJURIES FROM HAZARDOUS MATERIALS

Overconfidence or lack of concentration can cause failure to follow proper procedures.

#### INJURIES FROM IMPROPER USE OF TOOLS OR MACHINERY

Poor judgment or concentration makes accidents likely.

#### FALLS

More than 200,000 workers are injured in falls each year, many because of impaired skills.

\*Thousands of dollars from accidents, sick days, insurance costs, poor productivity, and theft.

*Help fight the costly effects of substance abuse!*

*Here's how . . .*

#### E. DRUG OR ALCOHOL COUNSELING, TREATMENT, OR REHABILITATION OR RE-ENTRY PROGRAMS THAT ARE AVAILABLE TO EMPLOYEES OR STUDENTS

\*National Institute on Drug Abuse Hotline: 1-800-662-HELP

\*The Guidance Center (Atchison, Kansas): 913-682-5118

\*Valley Hope Alcoholism Treatment Center (Norton, Kansas): 888-230-7191

\*KANZA Mental Health and Guidance Center, Inc. (Hiawatha, Kansas): 785-742-7113

Look online or in the phone book for other assistance under alcohol and drug abuse treatment centers.