

HVAC Technical Institute

Standard Operating Procedure – 702F
General Provisions – Alcohol and Substance Abuse Policy
Date Implemented: 12/2014
Revised Date: 08/2016
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34 CFR 668.14(c)

PURPOSE:

HVAC Tech expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. HVAC Tech forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on school property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

POLICY:

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

HVAC Tech complies with the requirements of the Drug Free Schools and Communities Act. HVAC Tech will review its policy on an annual basis to determine its effectiveness and to ensure that the standards of conduct and disciplinary sanctions have been consistently enforced.

The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by HVAC Tech. Under no circumstance will the institution tolerate the use of illicit drugs or alcohol on campus or during any institution-sponsored activities. Students who violate the prohibition against the illegal use of controlled substances and alcohol will be subject to disciplinary action up to and including expulsion and may lose Financial Aid eligibility.

HVAC Tech student who has a drug or alcohol problem may call upon the institution for assistance. HVAC Tech can provide a confidential referral to a drug or alcohol treatment program. The following agencies provide information on substance abuse:

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by people under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines varying between \$100 and \$100,000 depending on the offense. Property used in connection with illegal drugs may be confiscated. All Federal and State student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

HVAC Technical Institute's new employees are told about the Drug-Free Workplace Policy and are given a copy of the entire Human Resources Policy Guide; the Human Resources Department updates this Policy Guide annually. All policy changes are highlighted, and all employees are required to sign an acknowledgement form indicating that they have read, understand, and will comply with the provisions of the Policy Guide.

If a student approaches any employee about an alcohol/drug issue, employees are informed to refer students to agencies that can provide students with substance abuse information and help; students are offered several counseling options.

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PREVENTION:

During orientation, all students will receive a pamphlet explaining our Alcohol and Substance Abuse Prevention Policy along with the risks and penalties of being under the influence. The pamphlet also contains the information of various organizations that can help those who have an alcohol and substance abuse problem.

DRUG AND ALCOHOL-FREE SCHOOL AND COMMUNITY ACT:

HVAC Tech complies with the requirements of the Drug Free Schools and Communities Act. Therefore, the unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by HVAC Tech. Under no circumstance will the institution tolerate the use of illicit drugs or alcohol on campus or during any institution-sponsored activities.

HVAC Tech student who has a drug or alcohol problem may call upon the institution for assistance. HVAC Tech can provide a confidential referral to a drug or alcohol treatment program.

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart C, for recipients who are individuals, as defined at 34 C.F.R. Part 84, Section 84.300 -

- As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and
- If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

STANDARDS OF CONDUCT:

The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by HVAC Tech. Under no circumstance will the institution tolerate the use of illicit drugs or alcohol on campus or during any institution-sponsored activities.

SCHOOL SANCTIONS:

Students who violate the prohibition against the illegal use of controlled substances and alcohol will be subject to disciplinary action, including expulsion.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.

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- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

