

HVAC Technical Institute

Standard Operating Procedure – 702F
General Provisions – Alcohol and Substance Abuse Prevention
Date Implemented: 12/2014
Revised Date: 01/2015
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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:

- **Alcoholics Anonymous:** (800) 371-1475 (24hr answering service)
- **Center for Substance Abuse Treatment and Refer Hotline:** (800) 662-HELP (4357)
- **Focus on Recovery for Alcohol & Substance Abuse:** (800) 888-9383 (24hr help line)

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.

