

# **Northcentral Technical College**

## **Drug and Alcohol Abuse**

### **Prevention Program (DAAPP)**



# Northcentral Technical College

## Introduction

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an Institution of Higher Education (IHE), such as Northcentral Technical College, to certify that it has implemented programs to prevent the abuse of alcohol and/or distribution of illicit drugs to both students and employees either on its premises and/or as a part of any of its activities. All institutions of Higher Education must annually distribute the information in statements I – V in writing to all students and employees. Information in statements VI – VIII are additional supplemental information.

- I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students;
- V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law;
- VI. Have information on education and prevention programs;
- VII. Include a clear statement that the school will annually distribute its DAAPP to all students and employees and a description of the methods or processes utilized to disseminate the DAAPP;
- VIII. Include a statement that the school will conduct a biennial review of its DAAPP to determine its effectiveness and implement changes to the program if they are needed, and to make sure any disciplinary sanctions are consistently enforced. In addition, the biennial review must also include a determination as to the number of drug and alcohol related violations and fatalities occurring on the campus or as a part of their activities that are reported to campus officials, and the number and types of sanctions imposed on students or employees as a result of such violations or fatalities.
- IX. A statement that a student or employee who violates the DAAPP is subject both to the institution's sanctions and to criminal sanctions provided by federal, state, and local law.

### I. Standards of Conduct

#### A. Standards of Conduct –Employees and Students

Pursuant to Northcentral Technical College Administrative/Operating Guideline #273, NTC is committed to protecting the safety, health and well-being of all employees, students and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This organization encourages employees and students to voluntarily seek help with drug and alcohol problems.

#### **Covered Employees and Students**

Any individual who conducts business for the organization or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes all employees and students of the District.

## **Applicability**

The Drug-Free Workplace Policy and Drug-Free Schools and Community Act are intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization on or off NTC property, while on call, paid standby and at company-sponsored events. In addition, this applies to students on campus or while participating in College sponsored events.

All employees and students should not report to work or class or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

## **Prohibited Behavior**

It is a violation of our drug-free workplace policy and the Drug-Free Schools and Community Act to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants on District premises or while participating in any District-related activities off- campus by an employee or student in violation of any applicable federal, state, or local and other drug-free law is prohibited unless written authorization of the President or his/her designee is received.

Any employee or student violating this policy, or seeking to promote, encourage, aid, or abet any other employee or student in the violation of this policy, shall be subject to discipline and/or discharge. The NTC District may invoke other discipline and/or discharge whether or not the employee or students is prosecuted under criminal or civil law for the violation.

*On Campus.* Alcoholic beverages may not be brought onto, consumed, or served on any of the District campuses without prior approval of the President. Approval may be requested for activities appropriate in food preparation in gourmet cooking classes, mixology units of instruction in bartender courses, Standardized Field Sobriety Testing classes within our Criminal Justice courses or used in any approved scientific experiment then only under the close supervision of the course instructor. Alcoholic beverages may also be approved, if deemed appropriate, in the proper preparation of food in the College Food Service Department for a District event under the supervision of the Food Service Manager.

*Off-Campus Events.* In general, NTC does not encourage alcohol at any sponsored event. Alcoholic beverages may not be brought into, consumed, or served at any off- campus location event sponsored by an officially sanctioned student or District employee organization without approval 48 hours in advance of the event. In the case of an event sponsored by a student organization, approval must be obtained from the Student Life Coordinator. In the case of an employee sponsored event, approval must be obtained from the President or designee. In both cases, such approvals will be conducted under regulations defined in administrative procedures.

*College Sanctioned Student and/or Employee Organizations.* Organizations deriving revenues from District accounts (Fund 1), grants (Fund 2) and/or student activity fees (Fund 7) must be officially sanctioned by the District to receive said revenues. Such revenues shall not be expended for the purchase of alcoholic beverages.

*Intoxication.* Individuals deemed to be under the influence of alcohol shall not be allowed on any of the campuses, in attendance in a District course, or in attendance at any off-campus student or employee organization sponsored event.

No alcoholic beverage is to be consumed by employees or students on the bus or during travel to and from the destination. No alcoholic beverage is to be consumed at any official event unless specifically designated.

Use/possession of controlled substances is prohibited at any time.

### **Notification of Convictions**

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

### **Consequences**

One of the goals of our policy is to encourage employees and students to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

If an employee violates the policy, he or she will be subject to progressive disciplinary action up to and including possible termination and referral for prosecution. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

If a student violated the policy, he or she will be subject to disciplinary action up to and including expulsion and referral for prosecution.

### **Return-to-Work Agreements**

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

### **Assistance**

NTC recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees and students, our drug-free workplace policy:

- Encourages employees and students to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees and students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family members' assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Offers students assistance with alcohol and drug problems through counseling services in student services.

Treatment for alcoholism and other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

### **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

In addition, employees and students are encouraged to:

- Be concerned about working and learning in a safe environment.

- Support fellow workers and students in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor or student services.

**Legal Sanctions**

Additionally, there may be legal sanctions for violations of the standards of conduct. Any student or employee convicted of the unlawful possession, use or distribution of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of \$5.00 to \$250,000 or more and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

Students who have been convicted of drug-related offenses while receiving federal student aid (grants, loans, or work-study) may have their eligibility for federal student aid suspended. Student convicted of possession of illegal drugs while receiving financial aid are ineligible for federal student aid for 1 year from the date of conviction for a first offense, 2 years from the date of conviction for a second offense, or indefinite period of time for a third or higher offense.

Students convicted of sale of illegal drugs or conspiring to sell drugs while receiving financial aid are ineligible for federal student aid for 2 years from the date of conviction for a first offense or indefinite period of time for a second or higher offense.

**A. Federal Sanctions:**

**Federal Trafficking Penalties**

Drugs	Quantity	Penalties	Quantity	Penalties
Cocaine (scheduled II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an
Cocaine Base (Scheduled II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more		

		individual	individual. 2 or More Prior Offenses: Life imprisonment
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## Penalties

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1gm or more	

Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999mgs	
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

### Federal Trafficking Penalties – Marijuana

Drug	Quantity	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life <ul style="list-style-type: none"> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	Not less than 20 years, not more than life <ul style="list-style-type: none"> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years <ul style="list-style-type: none"> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	Not less than 10 years, not more than life <ul style="list-style-type: none"> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>

Marijuana	a more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years <ul style="list-style-type: none"> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish oil	1kg or less		



## B. State Sanctions

### Alcohol

It is a violation of Wisconsin law for any person to procure for, sell, dispense or give away any alcohol beverages to any underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age. Furthermore, no adult may knowingly permit or fail to take action to prevent the illegal consumption of alcohol beverages by an underage person on property, including any premises, owned and occupied by the adult or occupied by the adult and under the adult's control.

Penalties for these violations include:

- Forfeit not more than \$500 if the person has not committed a previous violation within 30 months of the violation.
- Fined not more than \$500 or imprisoned for not more than 30 days or both if the person has committed a previous violation within 30 months of the violation.
- Fined not more than \$1,000 or imprisoned for not more than 90 days or both if the person has committed 2 previous violations within 30 months of the violation.
- Fined not more than \$10,000 or imprisoned for not more than 9 months or both if the person has committed 3 or more previous violations within 30 months of the violation.<sup>5</sup>

Suspensions of license or permits issued under WI Chapter 125 for these violations include:

- Not more than 3 days, if the court finds that the person committed a violation within 12 months after committing one previous violation;
- Not less than 3 days nor more than 10 days, if the court finds that the person committed a violation within 12 months after committing 2 other violations; or
- Not less than 15 days nor more than 30 days, if the court finds that the person committed the violation within 12 months after committing 3 other violations.<sup>6</sup>

It is also a violation of law for an underage person to: procure or attempt to procure alcohol beverages from a licensee or permittee; to enter, knowingly attempt to enter, or be on any premises of a licensee/permittee; to falsely represent his or her age for the purpose of receiving alcohol beverages from a licensee or permittee; or to otherwise knowingly possess or consume alcohol beverages.

Penalties for these violations include:

- First violation - fine of \$250-\$500, suspension of the person's driver's license/permit, and/or mandated participation in a supervised work program or other community service.
- Second or more violations - fines of up to \$1,000 in addition to suspension of the person's driver's license/permit and/or mandated participation in a supervised work program or other community service.<sup>7</sup>

### Illicit Drugs

State law penalties pertaining to the unlawful possession or distribution of controlled substances originate from the Wisconsin Uniform Controlled Substances Act.<sup>8</sup> This act stipulates that it is unlawful for any person to manufacture, distribute or deliver a controlled substance or controlled substance analog. It is also unlawful for any person to possess, with intent to manufacture, distribute or deliver, a controlled substance or a controlled substance analog. Penalties vary based on the schedule, type, and amount of the controlled substance at issue; whether the person possessed, manufactured, distributed, or delivered a controlled substance unlawfully (or intended to do so); and the number of previous offenses committed by a person. Specific penalties are contained in the "Offenses and Penalties" subchapter of the Wisconsin Uniform Controlled Substances Act.<sup>9</sup>

Generally, penalties for these offenses range from Class C felonies to Class I felonies, which carry the following

penalties:

- For a Class C felony, a fine not to exceed \$100,000 or imprisonment not to exceed 40 years, or both.
- For a Class D felony, a fine not to exceed \$100,000 or imprisonment not to exceed 25 years, or both.
- For a Class E felony, a fine not to exceed \$50,000 or imprisonment not to exceed 15 years, or both.
- For a Class F felony, a fine not to exceed \$25,000 or imprisonment not to exceed 12 years and 6 months, or both.
- For a Class G felony, a fine not to exceed \$25,000 or imprisonment not to exceed 10 years, or both.
- For a Class H felony, a fine not to exceed \$10,000 or imprisonment not to exceed 6 years, or both.
- For a Class I felony, a fine not to exceed \$10,000 or imprisonment not to exceed 3 years and 6 months, or both.

### C. Local Sanctions

#### Alcohol

- Wausau, Wisconsin  
Adoption of Wis. Stat. 125.07
- Merrill, Wisconsin  
Adoption of Wis. Stat. 125.07
- Phillips, Wisconsin  
Adoption of Wis. Stat. 125.07
- Medford, Wisconsin  
Adoption of Wis. Stat. 125.07
- Spencer, Wisconsin  
Adoption of Wis. Stat. 125.07
- Antigo, Wisconsin  
Adoption of Wis. Stat. 125.07
- Wittenberg, Wisconsin  
Adoption of Wis. Stat. 125.07

#### Illicit Drugs

- Wausau, Wisconsin  
Adoption of Wis. Stat. 961
- Merrill, Wisconsin  
Adoption of Wis. Stat. 961
- Philips, Wisconsin  
Adoption of Wis. Stat. 961
- Medford, Wisconsin  
Adoption of Wis. Stat. 961
- Spencer, Wisconsin  
Adoption of Wis. Stat. 961
- Antigo, Wisconsin  
Adoption of Wis. Stat. 961
- Wittenberg, Wisconsin  
Adoption of Wis. Stat. 961

#### Possession of Marijuana

- Wausau, Wisconsin  
The penalty for violation of section 9.04.037(Possession of Marijuana) shall be a forfeiture of not less than fifty dollars nor more than five hundred dollars.
- Merrill, Wisconsin  
Adoption of Wis. Stat. 961

Philips, Wisconsin  
Adoption of Wis. Stat. 961  
Medford, Wisconsin  
Adoption of Wis. Stat. 961  
Spencer, Wisconsin  
Adoption of Wis. Stat. 961  
Antigo, Wisconsin  
Adoption of Wis. Stat. 961  
Wittenberg, Wisconsin  
Adoption of Wis. Stat. 961

## Health Risks

### **A. Health Risks of Drugs**

The information in this section is taken from the U.S. Department of Justice's 2017 publication "Drugs of Abuse." Students and employees are strongly encouraged to review this publication for more detailed information regarding the health risks associated with alcohol and illicit drug use and abuse. The full publication is available online at: [https://www.dea.gov/sites/default/files/2018-06/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf)

The Controlled Substance Act (CSA) regulates five classes of drugs: narcotics, depressants, stimulants, hallucinogens, and anabolic steroids. Each class has distinguishing properties, and drugs within each class often produce similar effects. However, all controlled substances, regardless of class, share a number of common features. The CSA also places all substances which were in some manner regulated under existing federal law into one of five schedules. The schedule placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. Below are detailed description of the five classes of drugs:

#### **Schedule I**

- The drug or other substance has a high potential for abuse.
- The drug or other substance has no currently accepted medical use in treatment in the United States.
- There is a lack of accepted safety for use of the drug or other substance under medical supervision.

#### **Schedule II**

- The drug or other substance has a high potential for abuse.
- 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.
- Abuse of the drug or other substance may lead to severe psychological or physical dependence.

#### **Schedule III**

- The drug or other substance has less potential for abuse than the drugs or other substances in Schedules I and II.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

#### **Schedule IV**

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- 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.

### **Schedule V**

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

The next section is a table displaying controlled substances along with its schedule, medical use, trade or other names, physical and psychological dependency, methods of abuse, effects on the mind and body and overdose effects.

<u>Drugs CSA Schedules</u>	<u>Medical Uses</u>	<u>Trade or Other Names</u>	<u>Physical Dependency</u>	<u>Psychological Dependency</u>	<u>Methods of Abuse</u>	<u>Effects on the Mind</u>	<u>Effects on Body</u>	<u>Overdose effects</u>
<b><u>NARCOTICS</u></b>								
<b>Fentanyl</b> II	Pain Relief	Apache, China Girl, Doodfellas, Murder 8, Tango & Cash			Injected, snorted, smoked & oral		Relaxation, euphoria, sedation, confusion, drowsiness, dizziness, nausea, urinary retention, pupillary constriction & respiratory depression	Stupor, pupillary size change, cold and clammy skin, cyanosis, coma & respiratory failure leading to death
<b>Heroin</b> I	None	Big H, Black Tar, Chiva, Hell Dust, Horse, Negra, Smack & Thunder	High	High	Injected, snorted & smoked		Drowsiness, respiratory depression, constricted pupils, nausea, a warm flushing of the skin, dry mouth & heavy extremities	Slow and shallow breathing, blue lips and fingernails, clammy skin, convulsions, coma, and possible death
<b>Hydromorphone</b> II	Pain Relief	D, Dillies, Dust, Footballs, Juice, and Smack	High	High	Ingested or injected	Euphoria, relaxation, sedation & reduced anxiety, possible changes in mood, nervousness, and restlessness	Constipation, pupillary constriction, urinary retention, nausea, vomiting, respiratory depression, dizziness, impaired coordination, loss of appetite, rash, slow or rapid heartbeat and changes in blood pressure	Respiratory depression, drowsiness progressing to stupor or coma, lack of skeletal muscle tone, cold and clammy skin, constricted pupils, and reduction in blood pressure and heart rate
<b>Methadone</b> II	Pain Relief	Chocolate Chip Cookies, Fizzies, Maria, Pastora, Salvia, & Water	High	High - Low	Oral & injected	Psychological dependency with abuse	Sweating, itchy skin, or sleepiness	Slow and shallow breathing, blue lips, stomach spasms, clammy skin, convulsions, weak pulse, coma, and possible death
<b>Morphine</b> II	Pain Relief, Antitussive	Dreamer, First Line, God's Drug, M.S., Mister Blue, Morf, and Unkie	High	High	Oral, ingested & injected	Euphoric and pain relief	Pain relief, decrease in hunger, and inhibition of the cough reflex	Cold and clammy skin, lowered blood pressure, sleepiness, slowed breathing, slow pulse rate, coma, and possible death

<b>Opium</b>	II, III, IV, V	Pain Relief, Antidiarrheal	Aunti, Aunti Emma, Big O, Black Pill, Dove's Powerder, Gee, God's Medicine, Midnight Oil, O, O.P, Ope, Pox, Toxy, Toys, & Ze	High	High	Smoked, injected & ingested	Euphoric rush, relaxation and pain relief	Constipation, dry mouth, mucous membranes in nose	Slow breathing, seizures, dizziness, weakness, loss of consciousness, coma, and possible death
<b>Oxycodone</b>	II	Pain relief	Hillbilly Heroin, Kicker, OC, Ox, Roxy, Perc, and Oxy			Oral, intravenous, sniffed, injected, & inhale	Euphoric and relaxation	Pain relief, sedation, respiratory depression, constipation, papillary constriction, and cough suppression. Chronic use can lead to liver damage	Extreme drowsiness, muscle weakness, confusion, cold and clammy skin, pinpoint pupils, shallow breathing, slow heart rate, fainting, coma, and possible death
<b>Amphetamines</b>	II	Treat ADHD	Bennies, Black Beauties, Crank, Ice, Speed, and Uppers	Possible	High	Oral, injected & smoked	Chronic abuse produces psychosis that resembles schizophrenia, paranoia, picking at the skin, hallucinations, violent and erratic behavior	Increase blood pressure and pulse rates, insomnia, loss of appetite & physical exhaustion	Agitation, increased body temperature, hallucinations, convulsions & possible death
<b>Cocaine</b>	II	Local anesthetic	Coca, Coke, Crack, Flake, Snow, and Soda Cot	Possible	High	Snorted, injected, & smoked		Increase blood pressure and heart rates, insomnia, loss of appetite & dilated pupils	Cardiac arrhythmias, ischemic heart conditions, sudden cardiac arrest, convulsions, strokes, and death

<u>Drugs CSA Schedules</u>	<u>Medical Uses</u>	<u>Trade or Other Names</u>	<u>Physical Dependency</u>	<u>Psychological Dependency</u>	<u>Methods of Abuse</u>	<u>Effects on the Mind</u>	<u>Effects on Body</u>	<u>Overdose effects</u>
<b>Khat</b> I, IV	None	Abyssinian Tea, African Salad, Catha, Chat, Kat, and Oat			Chew, smoked & ingested	Grandiose delusions, paranoia, nightmares, hallucinations, hyperactivity, & depression	Increase in blood pressure and heart rate, stain teeth, insomnia, and gastric disorders along with physical exhaustion	Delusions, loss of appetite, difficulty with breathing, and increases in both blood pressure and heart rate
<b>Methamphetamine</b> II	Treat ADHD and Obesity	Batu, Chalk, Chicken Feed, Crank, Crystal, Glass, Ice, Meth, Tina, Trash	...		Ingested, snorted, injected, & smoked	Violent behavior, anxiety, confusion, insomnia, paranoia, aggression, hallucinations, blood disturbances and delusions	Increase wakefulness, increased physical activity, decreased appetite, rapid breathing and heart rate, irregular heartbeat, increased blood pressure, and hyperthermia	death from stroke, heart attack, or multiple organ problems
<b>DEPRESENTS</b>								
<b>Barbiturates II, III, IV</b>	Central nervous system depression, sedatives, hypnotics, anesthetics, and anticonvulsants	Barbs, Christmas Trees, Goof Balls, Pinks, Red Devils, Reds & Blues, and Yellow Jackets	High - Moderate	High - Moderate	Ingestion, & injection	Mild euphoria, lack of inhibition, relief of anxiety and sleepiness	Slow down the central nervous system and causes sleepiness	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death
<b>Benzodiazepines IV</b>	Relieve anxiety and muscle spasms, and reduce seizures	Benzos and Downers	Low	Low	Oral, & snorted	Amnesia, hostility, irritability, and vivid or disturbing dreams	Slow down the central nervous system and may cause sleepiness	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death
<b>GHB</b> I, III	Body building, fat loss, baldness, improved eyesight, and combat aging,	Easy Lay, G, Georgia Home Boy, GHB, Goop Grievous Bodily	...			Euphoria, drowsiness, decreased anxiety, confusion and memory	Unconsciousness, seizures, slowed heart rate, greatly slowed breathing, lower body temperature, vomiting, nausea, coma, and death.	Overdose can cause death

	depression, drug addiction and insomnia	Harm, Liquid Ecstasy,				impairment	Regular use can cause insomnia, anxiety, tremors, increased heart	
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		Liquid X, and Scoop					rate and blood pressure, and occasional psychotic thoughts	
<b>Rohypnol</b> IV	Outside of the US, used for anti-anxiety, muscle relaxant and treating insomnia	Circles, Forget Pill, La Rocha, \$2, Rynolds, Roach, Roofies, Ropies, Wolfies	...		Ingested, snorted, injected, & smoked	Drowsiness, sleep, decreased anxiety, and amnesia	Slurred speech, loss of motor coordination, weakness, headache, and respiratory depression	Sedation, unconsciousness, slow heart rate, and suppression of respiration that may result in death
<b>HALLUCINOGENS</b>								
<b>Ecstasy/MDMA</b> I		Adam, Beans, E, Ecstasy, Eve, Go, Lover's Speed, MDMA, Peace, STP, X, & XTC	...		Ingestion, snorted, & smoked	Confusion, anxiety, depression, paranoia, sleep problems, and drug craving	Muscle tension, tremors, involuntary teeth clenching, muscle cramps, nausea, faintness, chills, sweating, and blurred vision	Increased body temperature resulting in liver, kidney, and cardiovascular system failure, and death
<b>Ketamine</b> III	Anesthetic	Cat Tranquilizer, Cat Valium, Jet K, Kit Kat, Purple, Special K, Super K, & Vitamin K	Moderate - Low	High	Snorted, smoked, & injected	Hallucinations, distorts perceptions of sight and sound	Initial increase heart rate and blood pressure, involuntarily rapid eye movement, dilated pupils, salivation, tear secretions, and stiffening of the muscles	unconsciousness and dangerously slowed breathing

<b>LSD</b>	I	None	Acid, Blotter Acid, Dots, Mellow Yellow, and Window Pane			Ingested	Hallucination, impaired depth and time perception, distorted perception of shape and size of objects, movements, colors, sound,  touch and own body image	Dilated pupils, higher body temperature, increased heart rate and blood pressure, sweating, loss of appetite, sleeplessness, dry mouth and tremors	Longer, more intense episodes, psychosis, and possible death
<b>Peyote &amp; Mescaline</b>	I	None	Buttons, Cactus, Mesc, and Peyoto			Chewed, ingestion, & smoked	Illusions, hallucinations, altered perception of space and time, and altered body image	Intense nausea, vomiting, dilating of pupils, increased heart rate, increased blood pressure, a rise in body temperature, headaches, muscle weakness, and impaired motor coordination	
<b>Psilocybin</b>	I	None	Magic Mushrooms,  Mushrooms, and Shrooms	Low	Low	Ingested	Hallucinations, inability to discern fantasy from reality, panic reactions and psychosis in large dose	Nausea, vomiting, muscle weakness, and lack of coordination	Longer, more intense episodes, psychosis, and possible death
<b>MARIJUANA/CANNA BIS</b>									
<b>Marijuana Concentrates I, III</b>		None for I, III use for control of nausea and vomiting in aids patients		Unknown	Moderate	Smoked and mixed with food or brewed as tea	Effects memory, distorted perception, difficulty in thinking and problem-solving, and loss of coordination. Enhanced sensory perception, disinhibition, relaxation,  dizziness, time distortions,	Sedation, bloodshot eyes, increased heart rate, coughing from lung irritation, increased appetite, and decreased blood pressure	No deaths from overdose of marijuana have been reported
<b>Marijuana Concentrates THC</b>			710, wax, ear wax, honey oil, budder, butane honey oil, & earl			Mixing it with food and drink, & smoked	Long term effects of marijuana concentrate use are not yet fully known		

<b>STERIODS</b>	<b>III</b>	treat testosterone deficiency, delayed puberty, low	Arnolds, Juice Pumpers, Roids, Stackers,	Yes	Yes	Ingested , injected or applied	Cause mood or behavior effects	A wide range of adverse effects is associated with the use or abuse of anabolic steroids. These effects depend on the following	Anabolic steroids are not associated with overdoes. The adverse effects is from use over time
	red blood cell count, breast cancer, and tissue	and Weight Gainers			to skin		factors: age, sex, the steroid used, amount used, and duration of use.		
	wasting from AIDS								

## **B. Health Risks of Alcohol**

The consequences associated with alcohol abuse among college students and/or employees are far reaching. Alcohol affects every organ in the body and can lead to many immediate and long term health risks. Intoxication can impair brain function and motor skills, thus immediate health risk can range from a simple fall to overdose on alcohol.

Research has shown that heavy long-term use can increase risk of certain cancers, stroke, liver disease and an increase in other negative consequences including fatal and nonfatal injuries; alcohol poisoning; blackouts; academic failure; violence, including rape and assault; unintended pregnancy; sexually transmitted diseases, including HIV/AIDS; property damage; and vocational and criminal consequences. It can also lead to alcoholism or alcohol dependence, a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

The short-term and long-term alcohol health risks below are taken directly from the [Centers for Disease Control](#).

### **Short-Term Health Risks**

Excessive alcohol use has immediate effects that increases the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

### **Long-Term Health Risks**

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism.<sup>13</sup>

By not drinking too much, you can reduce the risk of these short- and long-term health risks.

## **C. Drugs and Alcohol Programs and Resources**

**Self-Assessment Tool, Online Screening for Alcohol** is a free resource that helps individuals assess their own alcohol consumption patterns to determine if their drinking is likely to be harming their health or increasing their risk for future harm. <https://alcoholscreening.org/>.

Employees and/or students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them. Staff are encouraged to seek the assistance from the Employee Assistance Program through Aspirus. For more information please visit <http://www.aspirus.org/eas>. For students, NTC has a contracted partnership with Virtual Care Group. Certified counselors provide confidential support at no cost for your personal and mental health needs, and can assist you. If you need personal or mental health counseling, you can visit <https://thevirtualcaregroup.com/ntc> to learn more and activate your account.

Additional information about community health and human service resources can be accessed through Unites Way 2-1-1 links, found here: <https://www.unitedwaymc.org/get-help/>

To find support services outside of the NTC area, visit the [National Institute on Alcohol Abuse and Alcoholism](#) website.

## II. **Disciplinary Sanctions**

Northcentral Technical College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law) for violations of the standards of conduct described in the Standards of Conduct section. Sanctions range from verbal warning up to and including expulsion for students or termination for employees. Sanctions may also include referral for prosecution or referral to an appropriate rehabilitation program.

To ensure a safe and effective learning and work environment, the College may conduct drug or alcohol testing for students and employees at any given time with individualized suspicion, unless otherwise prohibited by federal or state law.

### A. **Employee Sanctions**

Northcentral Technical College has adopted a code of conduct that is appropriate for all staff. The College will work with employees to address performance and behavior concerns. This may include developing a Performance Improvement Plan (PIP) which outlines expected performance behavior, resources to improve performance and behavior, and timelines. When appropriate, progressive disciplinary steps will be followed in employee disciplinary matters except in matters NTC determines need to be addressed outside of the progressive system. This does not preclude the College from taking any appropriate action necessary as determined by the College. Disciplinary actions may include:

- 1) **Verbal warning:** Verbal statement to employee that he/she has violated a policy and/or regulation and that such violation may not continue.
- 2) **Written reprimand:** Formal notification in writing to employee that he/she has violated a policy and/or regulation.
- 3) **Performance Improvement Plan:** Formal documentation stating any recurring performance issues along with goals that an employee needs to achieve in order to regain good standing at the company (along with specific timeline to complete the plan).
- 4) **Suspension:** Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
- 5) **Administrative Leave:** Temporary leave from a job assignment, with pay and benefits intact.
- 6) **Termination:** The employer/employee relationship is severed.
- 7) **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Human.

### B. **Student Sanctions**

One or more of following sanctions may be imposed upon any student for any single violation of the Student Code of Conduct. Any sanction imposed under the conduct violations will be in effect at all campuses/sites or functions sponsored by or under the supervision of NTC.

- 1) **Warning:** An official written notice that the student has violated Northcentral Technical College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Northcentral Technical College.
- 2) **Restitution:** Compensation for damage caused to Northcentral Technical College or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- 3) **Community/Northcentral Technical College Service Requirements:** For a student or organization to complete a specific supervised Northcentral Technical College service.

- 4) *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- 5) *Confiscation of Prohibited Property*: Items whose presence is in violation of Northcentral Technical College policy will be confiscated and will become the property of Northcentral Technical College. Prohibited items may be returned to the owner at the discretion of the Director of Student Development and/or Campus Security.
- 6) *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- 7) *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- 8) *Northcentral Technical College Probation*: The student is put on official notice that, should further violations of Northcentral Technical College policies occur during a specified probationary period, the student may face suspension or expulsion.
- 9) *Eligibility Restriction*: The student is deemed “not in good standing” with Northcentral Technical College for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Development and terms of this conduct sanction may include, but are not limited to, the following:
  - a) Ineligibility to hold any office in any student organization recognized by Northcentral Technical College or hold an elected or appointed office at Northcentral Technical College; or
- 10) Ineligibility to represent Northcentral Technical College to anyone outside the Northcentral Technical College community in any way including: participating in any study abroad program, attending conferences, or representing Northcentral Technical College at an official function, event.
- 11) *Northcentral Technical College Suspension*: Separation from Northcentral Technical College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Development. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Development or The Director of Security. This sanction may be enforced with a trespass action as necessary.
- 12) *Northcentral Technical College Expulsion*: Permanent separation from Northcentral Technical College. The student is banned from university property and the student’s presence at any Northcentral Technical College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- 13) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Development or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Student Code of Conduct*:

- 1) One or more of the sanctions listed above and/or
- 2) Deactivation, de-recognition, loss of all privileges (including status as a Northcentral Technical College registered club), for a specified period of time.

### **Parental Notification**

Northcentral Technical College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Northcentral Technical College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

### **III. Education & Prevention Programs**

## **New Student Orientation**

NTC students are required to attend a mandatory New Student Orientation before starting classes at NTC. The Student Development Office offers general overview of alcohol, drugs and their consequences.

## **Posters**

“See Something, Say Something” and AODA Awareness posters are located outside of Security

## **NTC Student Life Programming**

All Student Life programs throughout the year are free for NTC students and all events are alcohol and drug free. Healthy and non-alcoholic beverages are offered as well. NTC as an institution is a dry campus and permission must be requested directly to the NTC President in order to provide alcoholic drinks on campus. NTC is also a tobacco free campus. This includes all cigarettes, tobacco, and vaping products.

A current calendar of events for Student Life programming can be found here: <https://www.ntc.edu/calendar>

## **IV. DAAP Distribution Methods and Process**

NTC’s DAAPP is distributed to all employees and enrolled students annually through a variety of distribution methods, including: 1) to employees at initial hire; 2) to all employees via college email or in person to remaining employees who do not have email access; 3) to currently enrolled students annually via official student e-mail notification; and 4) via inclusion on acceptance communication from the College. Care is taken in the distribution to ensure that access to this information is afforded to all employees and staff. The DAAPP is also available for review online at NTC’s website at: <https://www.ntc.edu/policies/drugs-and-alcohol>. Hard copies of the DAAP and Biennial Review may be obtained at the Student Leadership Center, D112 or by calling 715-803-1294. For employees a copy of the DAAPP will be located on the NTC Intranet here: <https://bit.ly/2GrX9eP>. A hard copy can be obtained by calling Human Resources at 715-803-1483.

## **V. NTC’s Biennial Review**

NTC plans to build onto our DAAPP to make sure we are in full compliance with the Drug-Free Schools and Communities Act (DFSCA) as articulated through the Education Department General Administrative Regulations (EDGAR) Part 86 and as directed during the Drug Free Schools and Communities Act training with the Wisconsin Technical College System (WTCS) in March of 2019. As outlined by federal requirements, NTC will conduct a review this year and then conduct an official Biennial Review every two years, starting in 2021.

This biennial review is completed by a committee of NTC employees including the Director of Student Development or designee, the Director of Security or designee, the Director of Financial Aid or designee, and the Human Resources Manager or designee.

The Director of Student Development is responsible for oversight of the DAAPP process. Every other year, Northcentral Technical College will conduct a biennial review of the DAAPP to assess its effectiveness and the consistency of sanctions imposed for violations of the College’s standards of conduct. The review will also identify any changes to be implemented during the next biennium if needed.

The review will also include the following information, as required by law:

- The number of drug and alcohol-related violations and fatalities that occur on the institution’s campus (as defined by the Clery Act) or as part of any of the institution’s activities that are reported to campus officials; and
- The number and type of sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities

The review will be conducted using the following sources of information and reference:

- Inventory of NTC’s DAAPP components using D. Stafford & Associates DAAPP Checklist
  - Identify where each component has been addressed in the DAAPP
  - Identify where each component begins and ends in the DAAPP
  - On the DAAPP checklist, record the page number in the DAAPP where the component can be found or write missing
- Discuss which component(s) of the DAAPP, if any, were missing
  - With which individual(s) or office(s) will the review team engage to remedy any deficiencies
  - What are the next steps?
  - Statement of AODA program goals and goal achievement
- Summary of NTC’s DAAPP strengths and weaknesses
- Procedures for distribution of annual notification of NTC’s DAAPP to students and employees
- Recommendations for revising NTC’s DAAPP
  - List and description of education and prevention programs
  - Student Life Office AODA disciplinary data

**VI. Penalty for Violations**

**Employees**

Compliance with this policy is a condition of continued employment. If an employee violates any aspect of this policy, the College will take appropriate disciplinary action, up to and including discharge. Furthermore, the employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement, or other appropriate agency.

**Students**

Students who violate NTC DAAP policy may be subject to disciplinary action and/or referral to law enforcement officials for prosecution under specific state, federal, or local laws.



# Drug-Free Workplace Policy and Drug-Free Schools and Community Act

## **273 Administrative/Operating Guidelines**

Northcentral Technical College is committed to protecting the safety, health and well being of all employees, students and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This organization encourages employees and students to voluntarily seek help with drug and alcohol problems.

### **Covered Employees and Students**

Any individual who conducts business for the organization or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes all employees and students of the District.

### **Applicability**

The Drug-Free Workplace Policy and Drug-Free Schools and Community Act are intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization on or off NTC property, while on call, paid standby and at company-sponsored events. In addition, this applies to students on campus or while participating in College sponsored events.

All employees and students should not report to work or class or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

### **Prohibited Behavior**

It is a violation of our drug-free workplace policy and the Drug-Free Schools and Community Act to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants on District premises or while participating in any District-related activities off-campus by an employee or student in violation of any applicable federal, state, or local and other drug-free law is prohibited unless written authorization of the President or his/her designee is received.

Any employee or student violating this policy, or seeking to promote, encourage, aid, or abet any other employee or student in the violation of this policy, shall be subject to discipline and/or discharge. The NTC District may invoke other discipline and/or discharge whether or not the employee or students is prosecuted under criminal or civil law for the violation.

*On Campus.* Alcoholic beverages may not be brought onto, consumed, or served on any of the District campuses without prior approval of the President. Approval may be requested for activities appropriate in food preparation in gourmet cooking classes, mixology units of instruction in bartender courses, Standardized Field Sobriety Testing classes within our Criminal Justice courses or used in any approved scientific experiment then only under the close supervision of the course instructor. Alcoholic beverages may also be approved, if deemed appropriate, in the proper preparation of food in the College Food Service Department for a District event under the supervision of the Food Service Manager.

*Off-Campus Events.* In general, NTC does not encourage alcohol at any sponsored event. Alcoholic beverages may not be brought into, consumed, or served at any off-campus location event sponsored by an officially sanctioned student or District employee organization without approval 48 hours in advance of the event. In the case of an event sponsored by a student organization, approval must be obtained from the Student Life Coordinator. In the case of an employee sponsored event, approval must be obtained from the President or designee. In both cases, such approvals will be conducted under regulations defined in administrative procedures.

*College Sanctioned Student and/or Employee Organizations.* Organizations deriving revenues from District

accounts (Fund 1), grants (Fund 2) and/or student activity fees (Fund 7) must be officially sanctioned by the District to receive said revenues. Such revenues shall not be expended for the purchase of alcoholic beverages.

*Intoxication.* Individuals deemed to be under the influence of alcohol shall not be allowed on any of the campuses, in attendance in a District course, or in attendance at any off-campus student or employee organization sponsored event.

No alcoholic beverage is to be consumed by employees or students on the bus or during travel to and from the destination. No alcoholic beverage is to be consumed at any official event unless specifically designated. Use/possession of controlled substances is prohibited at any time.

### **Notification of Convictions**

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

### **Consequences**

One of the goals of our policy is to encourage employees and students to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

If an employee violates the policy, he or she will be subject to progressive disciplinary action up to and including possible termination and referral for prosecution. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

If a student violated the policy, he or she will be subject to disciplinary action up to and including expulsion and referral for prosecution.

### **Return-to-Work Agreements**

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

### **Assistance**

NTC recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees and students, our drug-free workplace policy:

- Encourages employees and students to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees and students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Offers students assistance with alcohol and drug problems through counseling services in student services.

Treatment for alcoholism and other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

### **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both

employees and management have important roles to play.

In addition, employees and students are encouraged to:

- Be concerned about working and learning in a safe environment.
- Support fellow workers and students in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor or student services.

Adopted October 26, 2009

Revised February 26, 2010

## References

- D. Stafford & Associates Drug and Alcohol Abuse Prevention Program Checklist
- US Department of Justice Drug Enforcement Administration - Drug of Abuse, A DEA Resource Guide [https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf)
- US Department of Justice Drug Enforcement Administration – Diversion Control Division <https://www.deadiversion.usdoj.gov>
- National Institute on Alcohol Abuse and Alcoholism <https://www.niaaa.nih.gov/alcohols-effects-body>
- Center for Disease Control and Prevention <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
- Alcohol Screening - <https://alcoholscreening.org/>
- NTC Student Code of Conduct - <https://www.ntc.edu/policies/student-code-conduct>
- <sup>5</sup> *Wisconsin Legislature: 125.07*, docs.legis.wisconsin.gov/statutes/statutes/125/I/07.
- <sup>6</sup> *Wisconsin Legislature: 125.07*, docs.legis.wisconsin.gov/statutes/statutes/125/I/07.
- <sup>7</sup> *Wisconsin Legislature: 125.07(4)*, docs.legis.wisconsin.gov/statutes/statutes/125/I/07/4.
- <sup>8</sup> *Wisconsin Legislature: Chapter 961*, docs.legis.wisconsin.gov/statutes/statutes/961.
- <sup>9</sup> *Wisconsin Legislature: 961.41*, docs.legis.wisconsin.gov/statutes/statutes/961/IV/41
- *Wisconsin Legislature: 961.42*, docs.legis.wisconsin.gov/statutes/statutes/961/IV/42.
- *Wisconsin Legislature: 961.43*, docs.legis.wisconsin.gov/statutes/statutes/961/IV/43.