



ACADEMY *of* ART
UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929
BY ARTISTS FOR ARTISTS

Drug and Alcohol Policy
For a Drug-Free Workplace

*As Required by the Federal Drug-free Workplace
Act of 1988 (Public Law 101-690)*

Drug & Alcohol Policy

For a Drug-Free Workplace

Academy of Art University

The following Drug-Free Workplace Policy is to notify all employees, faculty, and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, the Academy of Art University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. The Academy of Art University similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where the Academy of Art University does business. This includes, but is not limited to all lecture classrooms, computer labs, editing/video labs, parking lot, all administrative offices, dormitories, corridors, storage rooms, and any space to be added in the future.

Health Risks:

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty, or student under the influence and fellow workers, faculty, and students.

Described below are some of the additional dangers and symptoms relative to use/abuse:

Marijuana

Commonly known as "pot", it is a plant with the botanical name of cannabis sativa. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth.

Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions and coordination. Feelings of euphoria, relaxation and bouts of exaggerated laughter are also commonly reported.

Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, reduced fertility and sex drive.

Cocaine/Crack

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is very addictive.

Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two “hits”.

Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family and friends, and panic attacks.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems, and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical, and social issues.

Hallucinogens

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat to tumors. High doses can greatly alter the state of consciousness.

After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

Heroin

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as “junk” or “smack”, heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include “pin point pupils”, drowsy, lethargic, slurred speech and an inability to concentrate. Related medications used to treat pain include oxycontin and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States.

Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother’s milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug.

Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain – which can

lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions, and death.

Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (human immunodeficiency virus), methamphetamine also risk scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis, and liver or kidney disease.

Depressants

Depressants are highly addictive. They are usually known as “downers”. A user may be drowsy, lethargic, suffer from memory loss and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma and death.

Ecstasy

(MDMA) Also known as XTC, X and E, Ecstasy is a mind altering drug with hallucinogenic and speed like side effects. Often used at raves it is taken to promote loss of inhibition, excited-ness, euphoria, energy, and sexual stimulation. Ecstasy increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”)

Ritalin

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture – complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unrouseable sleep (coma) and death. GHB was used as a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZLay.

Drug Conviction Notification and Imposed Sanctions:

- Any employee, faculty or student must notify the Academy of Art University of any criminal drug statute conviction for a violation occurring in the workplace no later than **five** days after such a conviction.

- Within 30 days after receiving notice of an employee, faculty, or student conviction, the Academy of Art University will impose corrective measures on the employee, faculty, or student convicted of drug abuse violations in the workplace by:
 1. Taking appropriate action against the employee, faculty or student up to and including expulsion or termination of employment and referral for prosecution and/or
 2. Requiring such employee, faculty, or student 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.

Laws relating to Drug Violations:

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance. Any employee, faculty or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment.

Rehabilitation:

The Academy of Art University will reasonably accommodate any employee, faculty, or student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on the Academy of Art University. Reasonable accommodation could include time off without pay and adjustment of working hours. The employee, faculty or student may use whatever sick time he/she is entitled. However, the Academy of Art University is not obligated to offer an accommodation for any employee, faculty member, or student who has violated any University policy that in the Academy of Art University's sole discretion merits termination of the relationship before asking for assistance. The Academy of Art University will take reasonable measures to safeguard the privacy of the employee, faculty or student concerning enrollment in an alcohol or drug rehabilitation program. If an employee, faculty or student enters into a state approved rehabilitation program, the employee shall sign an agreement with the Academy of Art University, which will include the following:

1. Enroll in and complete a company approved rehabilitation program at the employee's cost.
2. Execute the appropriate release of medical information forms to the company in order to monitor the compliance with the rehabilitation program.
3. Ensure the treatment facility provides the company with the necessary documentation to establish compliance.
4. Abstain from any illegal drug misconduct.
5. Acknowledge that any future violation of company drug prohibitions shall result in immediate discharge.
6. Failure to comply with any provision of the agreement shall result in immediate discharge.

Where can students go for help?

Call or visit the Academy Resource Center at:

631 Howard Street
San Francisco, CA 94105
Phone: 415.618.3865

Where can staff/faculty go for help?

Call or visit Human Resources at:
79 New Montgomery Street, 6th Floor
San Francisco, CA 94105
Phone: 415.618.6339

Drug Abuse & Addiction Information & Treatment Centers

- Harm Reduction Therapy Clinic 415.863.4282
- National Institute on Drug Abuse 888.644.6432
- Alcohol Abuse 800.356.9996
- Alcoholics Anonymous World Services 212.870.3400
- National Institute of Alcohol Abuse and Alcoholism 415.292.3241
- Rapid Detox 800.996.3784
- Treatment Access Services 415.522.7100 or 800.750.2727
- Alcoholics Anonymous (AA) 415.674.1821
- ACOA (Adult Children of Alcoholics) 415.442.7998
- AL-NON (Family & Friends of Alcoholics) 415.626.5633
- The Center for Substance Abuse Treatment and Referral Hotline:
1.800.662.HELP

The Academy of Art Resource Center has additional referrals you can contact.

Policy Distribution Procedures:

The Academy of Art University’s Drug-Free Workplace Policy will be distributed to all employees, faculty and students on an annual basis using the following procedure:

- Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment and at the beginning of every Fall semester thereafter. The enrollment agreement signed by every student will acknowledge receipt of the Drug-Free workplace policy.
- Faculty and Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement. Annually, the Human Resources Department will be responsible for distributing the policy to current Faculty and Staff employees.

Federal Trafficking Penalties*

| DRUG/SCHEDULE | QUANTITY | PENALTIES | QUANTITY | PENALTIES |
|---|---|--|--|--|
| Cocaine (Schedule 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 individual | 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 individual. 2 or More Prior Offenses: Life imprisonment |
| Cocaine Base (Schedule II) | 28-278 gms mixture | | 279 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 mixture | | |
| PENALTIES | | | | |
| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | First Offense: Not more that 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) | 1 gm 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 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual | | |
| Flunitrazepam (Schedule IV) | 30 to 999 mgs | | | |

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| 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. |
| Flunitrazepam (Schedule IV) | Less than 30 mgs | Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual. |
| 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 st OFFENSE | 2 nd OFFENSE |
|-----------|---|---|---|
| Marijuana | 1,000 kg or more mixture; or 1,000 or more plants | <ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual | <ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual |
| Marijuana | 100 kg to 999 kg mixture; or 100 to 999 plants | <ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual |
| Marijuana | 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"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual |

| | | | |
|-------------|---|--|---|
| Marijuana | 1 to 49 plants; less than 50 kg mixture | <ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual | <ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual |
| Hashish | 10 kg or less | | |
| Hashish Oil | 1 kg or less | | |

**from the U.S. Drug Enforcement Administration*

**Acknowledgement of Receipt
of the
Academy of Art University's
Drug and Alcohol Policy for a Drug-Free Workplace**

By signing this document the employee, faculty member or student agrees to abide by the Academy of Art University's Drug and Alcohol Policy for a Drug-Free Workplace and understands the sanctions associated with violating such policy.

Circle One: Staff Faculty Student

Name (Print)

ID or SS#

Signature

Date