

DRUG FREE CAMPUS AND WORKPLACE POLICY

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690). This policy is also based on the guidelines set forth by the U.S. Department of Education, Office of Safe and Drug-Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, Complying With the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators, Washington, D.C., 2006.

Glitz School of Cosmetology does not permit the manufacturing, possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. Our school also prohibits the use of prescription drugs in an unlawful way. Similarly, our school prohibits the unlawful use, distribution, and/or possession of alcohol anywhere on campus. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

This policy applies to the workplace, our entire campus, and all school activities. This includes, but is not limited to, all lecture classrooms, parking lots, all administrative offices, corridors, storage rooms, and any space added to the school or school property as well as buildings visited by our school as part of a school function.

Policy Distribution Procedures:

This Policy will be distributed to all employees and students on an annual basis using the following procedure:

- Students will receive a copy of the Drug-Free Workplace Policy during their orientation. The acknowledgement form signed by every student will accept receipt of the Drug-Free Workplace Policy.
- Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial employment agreement. It will be read, and the signature page will be returned with the employment agreement.
- Annually, the school manager will be responsible for distributing the policy to current staff employees.

Health Risks of Drug and Alcohol Abuse Alcohol - Effects include initially stimulating behavior becomes progressively sedated, impedes memory and coordination. Side effects include physical and psychological dependency; impaired coordination and judgment. Consumption in large quantities during a short period can result in fatal respiratory or heart failure. Long term use can result in damage to liver, heart, pancreas, brain and nervous system.

Amphetamines - Effects include increases in blood pressure and heart and respiratory rates, dilated pupils, decreased appetite and blurry vision. Side effects include dizziness, and insomnia. High doses cause loss of coordination, tremors and physical collapse. Injections cause sudden increase in blood pressure that can result in stroke, fever or heart failure, false sense of indestructibility, hallucinations and acute anxiety

Barbiturates - Effects include relaxed muscles in small doses, large doses cause slurred speech, impaired judgment and coordination and altered perception. Extremely large doses may lead to respiratory depression, coma and death. Side effects include being highly addictive, withdrawal symptoms include restlessness, insomnia, anxiety, convulsions and death.

Cocaine - Effects include elevated blood pressure, heart and respiratory rate and temperature, and dilated pupils. Side effects include psychological and physical dependency. Used in high amounts it can cause death caused by heart or respiratory failure, paranoid psychosis, ulceration of nasal passages.

Crack Cocaine - Effects include dilated pupils, increased pulse rate, elevated blood pressure. Use leads to insomnia, loss of appetite, paranoia, tactile hallucinations and seizures. Side effects include extreme addiction; death caused by disruption of brain's control of the heart and respiratory functions

Inhalants - Effects include nausea, vomiting, dizziness, headaches, lack of coordination and control. Side effects include unconsciousness; cause suffocation and death from respiratory arrest, permanent brain and central nervous system damage may result for long term effects of toxins

Marijuana - Effects include increased heart rate; bloodshot eyes, dry mouth and throat, increased appetite. Side effects include impaired coordination, concentration and memory, paranoia and psychosis, damaged lungs and pulmonary systems; brain damage, safety risks while driving or operating equipment due to impaired judgment and motor skills, depression, self-absorption and confusion

LSD/PCP - Effects include severe hallucination; feelings of detachment, incoherent speech, cold hands and feet, crying, laughing and vomiting. Side effects include suicidal tendencies; brain and chromosome damage, and unpredictable behavior

Opiates - Effects include impaired judgment, slurred speech and drowsiness. Side effects include physical addiction, overdose can cause coma, shock and depressed respiration or death.

Anabolic Steroids - Effects include aggression, acne, dizziness, diarrhea, hives and insomnia. Side effects include medical complications including sterility, impotence, liver cancer, heart disease and death.

Drug withdrawal problems may include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, muscle/joint pains. Abrupt withdrawal may cause death. Injection of illegal drugs is highly associated with AIDS, hepatitis, tetanus and infections of the heart.

Information concerning drug and alcohol abuse education programs are posted in the breakroom and restrooms. Some local Substance Abuse Counseling centers are:

Nava Counseling Services
2293 Divot Dr Las Cruces NM 88001
575-524-2505

Integrity Counseling Inc. 3172
Rio Arriza Loop Las Cruces NM 88012
572-373-1163

ALT Recovery Group
1141 Mall Dr. Las Cruces NM 88011
575-522-0660

National Agencies:

National Clearinghouse for Alcohol and Drug Information
(800) 729-6686

National Council on Alcoholism and Drug Dependence of SC www.ncadd.org
(805) 254-0700 or (800)NCA-CALL

Alcoholics Anonymous www.aa.org

National Organization for Victim Assistance
CA: (805) 254-0700 800-TRY-NOVA WA: (360)694-3870 www.trynova.org AK: (907)272-2312

The National Center for Victims of Crimes
(800) 662-HELP 202-467-8700
www.victimsofcrime.org

National Alcohol Hotline
(800)-ALCOHOL

Cocaine Hotline
(800) COCAINE (805) 254-0700 (818) 988-3001

PLEASE NOTE: The counseling centers mentioned above are not sponsored by Glitz School of Cosmetology. Similarly, the cost of their services is not covered by our institution. It is recommended for students and employees to research any institution before attaining their services.

Notice of Federal Student Financial Aid Penalties for Drug Violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

A. the student satisfactorily completes a drug rehabilitation program that:

1. Complies with the criteria prescribed in the federal regulations; and
2. Includes two unannounced drug tests;

B. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or

C. the conviction is reversed, set aside, or otherwise rendered nugatory The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials.

State of New Mexico Legal Sanctions for Illicit Drugs

Possession			
1 oz or less (first offense)	Misdemeanor	15 days	\$ 100
1 oz or less (second offense)	Misdemeanor	1 year	\$ 1,000
More than 1 - less than 8 oz	Misdemeanor	1 year	\$ 1,000
8 oz or more	Felony	1.5 years	\$ 5,000
Distribution			
100 lbs or less (first offense)	Felony	1.5 years	\$ 5,000
Less than 100 lbs or less (second offense)	Felony	3 years	\$ 5,000
100 lbs or more (first offense)	Felony	3 years	\$ 5,000
100 lbs or more (second offense)	Felony	9 years	\$ 10,000
To a minor (first offense)	Felony	3 years	\$ 5,000
To a minor (second offense)	Felony	9 years	\$ 10,000
Within a drug-free school zone	Felony	18 years	\$ 15,000
Includes possession with the intent to distribute			
If no payment, exchange of small amount of marijuana is treated as possession only.			
Cultivation			
Any amount (first offense)	Felony	9 years	\$ 10,000
Any amount (second offense)	Felony	18 years	\$ 15,000
Within a drug-free school zone	Felony	18 years	\$ 15,000
Hash & Concentrates			
Possession	Misdemeanor	1 year	\$ 1,000
Distributing or possessing with intent to distribute	Felony	3 years	\$ 5,000
Subsequent convictions or within 1,000 feet of non-secondary school carries increased incarceration and fines.			
Paraphernalia			
Possession or distribution of paraphernalia	Misdemeanor	1 year	\$ 100
Distribution of paraphernalia to a minor	Felony	1.5 years	\$ 5,000

CONTROLLED SUBSTANCE TESTING POLICY

Our students and employees are required to work with hot utensils, strong chemicals, and sharp/pointed objects. For those reasons, it is imperative that no student perform services under the influence of an illegal nor legal narcotics that can impair judgement or motor skills. Students who are prescribed such substances, and present proof documentation, will be assigned to theory work only. If Glitz School of Cosmetology has reason to believe that any of its students or employees is impaired during work or school hours, or while engaged in school business, may be subject to random testing.

Refusal to participate in drug or alcohol impairment testing when requested to do so, or refusal to accept the terms and conditions of testing as specified in this policy, may result in disciplinary action including and up to termination from Glitz School of Cosmetology.

- Testing expenses will be covered by Glitz School of Cosmetology
- Students and Employees have the right to request and receive a copy of the test results. The request must be made in writing.
- Glitz School of Cosmetology will not release test results to any third parties without written authorization of the student or employee.

BIENNIAL REVIEW

Glitz School of Cosmetology performs a biennial review of this Drug Free Campus and Workplace Policy during the month of July of odd years. The review is conducted in order to determine if the policy and disciplinary actions are consistently enforced. If it is established that the effectiveness of the policy is in need of revision and improvement, changes will be implemented to the policy and all students and employees will be required to acknowledge and abide by the new policy.

DRUG FREE CAMPUS AND WORKPLACE POLICY ACKNOWLEDGEMENT

I hereby acknowledged that I have received a copy of the Drug Free Campus and Workplace Policy. I also attest that I have read and understood the entire policy. I am also aware that I can contact any member of the administration for additional copies and/or guidance regarding this matter.

Acknowledgement (Printed Name)

Signature

Date