

## Drug and Alcohol Abuse Prevention Program

The unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol is prohibited on any property that is a part of the College. Alcohol may be served at college events with prior permission of the President, but under no circumstances at a student event. Any employee or student violating the policy will be referred to a rehabilitation program and/or disciplined in an appropriate manner, up to and including termination of employment or expulsion from academic coursework. Employee discipline, when appropriate, shall be taken under the relevant provisions of Collective Bargaining Agreements and College policies. (For more information on the approved Alcohol, Drug and Controlled Substance Abuse Policy please refer to [Board Policy 686](#).)

An employee or student convicted of a drug-related offense must notify the College within five (5) days of conviction. Students will report a conviction to the Dean of Students or Office of Security. Employees must report to the Office of Human Resources.

This program is provided to you in compliance with Section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989. The following material will provide you with information concerning:

- The annual distribution in writing to each employee, and to each student.
- Standards of conduct that clearly prohibit the unlawful use of illicit drugs and alcohol by students and employees on its property or any College activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illicit drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illicit drugs or the abuse of alcohol.
- A description of drug/alcohol counseling available to students and/or employees.
- And a clear statement that Reading Area Community College will impose disciplinary sanctions on students and/or employees for violation of this policy.

All students and employees are expected to adhere to this policy. If you need further information, please contact the Dean of Students or Assistant Manager – Facilities and Security (for students) or the Director of Human Resources (for employees).

## Annual Distribution

Once each semester, the Office of Safety and Security will notify all academic credit students of the Drug and Alcohol Abuse Prevention Program in writing, via an email or through the college LMS system. A website link will be continually available on the College “Right to Know” page on the website.

The Office of Human Resources will provide written information to each new employee advising of the College’s Drug and Alcohol Abuse Prevention Program. Further, an Employee Handbook will be distributed which refers to this program as well as Policy 686 (Alcohol, Drug, and Controlled Substance Abuse Policy).

The Office of Safety and Security will include in its federally mandated Annual Security Report, the information presented in this program, or a link to this document.

## Review of the Drug and Alcohol Abuse Prevention Program

As prescribed by Section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989, a biennial review will be conducted by Reading Area Community College. The purpose of the review is to:

- Determine the effectiveness and implement changes to the program if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced.

The Assistant Director of Safety and Security will work with the following team members to review this program on a biennial basis:

- Title IX Coordinator
- Director of Human Resources
- Dean of Student Affairs
- CARES Team

This program was last reviewed in Fall Semester 2024, and was approved for publication on 12/05/2024.

# Drug and Alcohol Abuse Policy

All faculty, staff and student employees are expected to report to work free of the influence of alcohol or illicit drugs and refrain from the use of alcohol or illicit drugs during the performance of their work. All faculty, staff and student employees are required to notify the appropriate College official, immediate supervisor or Human Resource Director of any criminal conviction related to his or her own drug activity in the workplace.

The sale, distribution, use or possession of illegal drugs is a violation of federal and state laws and is prohibited at all times. Violators will be subject to arrest and prosecution. In addition, students, faculty and staff who are convicted of violating the law by selling, distributing, using or possessing illegal drugs on College property, or while on College business, will be subject to disciplinary action and up to and including expulsion and/or termination. The standard penalty for drug distribution or sale will be expulsion or termination, while penalties for use or possession may include drug education and referral to local treatment programs in lieu of dismissal or termination.

The College's policy prohibiting alcohol abuse and the illegal manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs is designed to protect the health and safety of all members of the community, and to protect their rights to an environment free from the effects of substance abuse. Students and employees who violate the policy are subject to disciplinary action by campus officials and/or referral to the appropriate law enforcement agencies. Disciplinary action may include the successful completion of an appropriate rehabilitation or treatment program.

Violations of this policy will be treated very seriously and could result in immediate expulsion from the College or termination.

Faculty and other employees (including student employees) must abide by the terms of this policy as a condition of employment. Employees who violate the policy are subject to disciplinary action. The type of action will be determined by an evaluation of the circumstances of the case. Possible disciplinary actions include, but are not limited to, successful participation in a rehabilitation or treatment program, suspension with or without pay, termination of employment, and referral to governmental authorities for prosecution.

Abuse of drugs and high-risk consumption of alcohol is not only detrimental to academic endeavors and to enjoyable social activity, but is potentially illegal, dangerous to health, frequently produces destructive behavior, is likely to cause irresponsible use of motor vehicles or other equipment, and often impairs social interaction.

To provide information about the dangers of drug use and alcohol abuse, Reading Area Community College provides written information, in the form of posters and brochures and encourages employees and students to avail themselves of counseling and referral services through Berks County Drug and Alcohol Abuse agencies. Addresses and telephone numbers for local and private agencies are listed on page 8 of this document.

## Legal Sanctions

<b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b>				
<b>Schedule</b>	<b>Substance/Quantity</b>	<b>Penalty</b>	<b>Substance/Quantity</b>	<b>Penalty</b>
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> 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 \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kgs or more mixture	<b>First Offense:</b> 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 \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		100 grams or more mixture	
I	Heroin 100-999 grams mixture		1 kg or more mixture	
I	LSD 1-9 grams mixture		10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	100 gm or more pure or 1 kg or more mixture		
<b>Substance/Quantity</b>		<b>Penalty</b>		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) Any amount		<b>First Offense:</b> 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.		

Flunitrazepam (Schedule IV) 1 gram	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life Flunitrazepam (Schedule IV) 1 gram imprisonment. Fine \$2 million if an individual, \$10 million if not an individual
Other Schedule III drugs Any amount Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Flunitrazepam (Schedule IV) Other than 1 gram or more	
All Schedule V drugs Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual

Taken from the Department of Drug Enforcement Agency, "Federal Trafficking Guidelines"  
<https://www.dea.gov/drug-information>

## Drug and Alcohol Health Risks

Substance abuse can affect all individuals; approximately 22 million individuals nationwide suffer from substance abuse. Countless others are affected indirectly as family members or friends of individuals with a substance abuse problem.

The problems caused by substance abuse have now reached epidemic proportions, creating overwhelming pain, suffering, and expense for individuals, their families, and employers. Anyone suffering with the problem of substance abuse is strongly encouraged to seek assistance from the services provided at the college or from local community agencies. Early identification of substance abuse is important in the rehabilitation process. Signs of substance abuse include:

- Sudden change in behavior
- Mood swings; irritable and grumpy and then suddenly happy and bright
- Withdrawal from family members
- Careless about personal grooming
- Loss of interest in hobbies, sports, and other favorite activities
- Changed sleeping pattern, up at night and sleeps during the day
- Red or glassy eyes
- Stuffy or runny nose

In addition to the signs of substance abuse, there are many health risks associated with the use of illicit drugs and abuse of alcohol. The following list is not a comprehensive list but an example of the major health risks associated with substance abuse.

- |   |                               |
|---|-------------------------------|
| ✓ Depression                            | ✓ Paranoia                    |
| ✓ Anxiety                               | ✓ Bronchitis                  |
| ✓ Suicide                               | ✓ Impaired sexual development |
| ✓ Hepatitis/AIDS from injected<br>drugs | ✓ Fertility issues            |
| ✓ Respiratory Failure                   | ✓ Nausea                      |
| ✓ Coma Accidental Death                 | ✓ Brain Damage                |
| ✓ Delirium                              | ✓ Liver Disease               |
| ✓ Malnutrition                          | ✓ Heart Disease               |
| ✓ Hypertension                          | ✓ Lung cancer                 |
|   | ✓ Circulatory problems        |

Information on specific illicit drugs is as follows:

Alcohol	<b>SYMPTOMS:</b> odor on breath and skin, mild flushing, talkativeness, slurred speech, dizziness, hangover <b>HAZARDS:</b> impaired judgment, slowed reflexes, peptic ulcers, heart/liver damage
Marijuana	<b>SYMPTOMS:</b> sweet burnt odor, bloodshot eyes, dry mouth, lack of interest in personal hygiene, increased appetite <b>HAZARDS:</b> impaired memory, impaired coordination, may cause cancer
Amphetamines	<b>SYMPTOMS:</b> excessive activity, dilated pupils, decreased appetite, mood swings <b>HAZARDS:</b> hallucinations, paranoia, psychosis, convulsions, heart failure
Cocaine	<b>SYMPTOMS:</b> dilated pupils, elevated blood pressure, runny nose, rapid breathing, restlessness <b>HAZARDS:</b> ulcerated nasal passages, headaches, respiratory arrest
Crack	<b>SYMPTOMS:</b> erratic mood swings, hoarseness and parched lips <b>HAZARDS:</b> rapid addiction, irregular heartbeat, respiratory problems, brain seizures, violent/suicidal behavior
Inhalants	<b>SYMPTOMS:</b> impaired judgment, lightheadedness and disorientation, nasal inflammation <b>HAZARDS:</b> high risk of sudden death by heart failure, suffocation, accidental injury to self and/or others
Narcotics (including heroin and Oxycontin)	<b>SYMPTOMS:</b> drowsiness, constricted pupils, watery eyes, itching, decreased sensitivity to pain <b>HAZARDS:</b> infections from needles, coma, withdrawal, overdose death
Phencyclidine (PCP)	<b>SYMPTOMS:</b> agitation and confusion, slowed movement, impaired coordination, incoherent speech, hostile/unpredictable behavior <b>HAZARDS:</b> chronic memory and speech problems, mood disorders, hallucinations, convulsions and death.
Sedatives, Hypnotics & Tranquilizers	<b>SYMPTOMS:</b> relaxation and disinhibition, impaired coordination and judgment, slurred speech <b>HAZARDS:</b> nausea, vomiting, lethargy, dizziness, blurred vision, death from overdose
Tobacco	<b>SYMPTOMS:</b> characteristic smell on person, stained teeth, and fingers, nervousness when not smoking <b>HAZARDS:</b> emphysema, heart disease, cancer, stroke, impaired fertility

## Drug and Alcohol Counseling

If you or someone you know are experiencing signs/symptoms of substance abuse and would like assistance initiating recovery, counseling services are available at Reading Area Community College free of charge. Located within the Student Success Center, the counselor also has available resources regarding local and national organizations that focus on recovery from addiction.

### Berks County

<b>Program:</b>	<b>Telephone #:</b>	<b>Address:</b>
Alcoholics Anonymous	610-373-6500	610 Reading Avenue, Reading
Recovery Coaching Services	610-816-5101	505 Penn St 1 <sup>st</sup> Floor, Reading
Caron Outpatient Treatment	484-345-4670	845 N Park Rd, Wyomissing
Crossroads of Reading	855-694-8288	505 Penn Street 1 <sup>st</sup> Floor, Reading
Council on Chemical Abuse	610-376-8669	50 N 5 <sup>th</sup> Street 5 <sup>th</sup> Floor, Reading
Narcotics Anonymous	610-374-5944	1452 Cotton Street, Reading

Alcoholics Anonymous Meetings: <https://readingberksintergroup.org/meetings/>

Narcotics Anonymous Meetings: <https://rascna.org/>



# Disciplinary Sanctions

The Reading Area Community College Student Handbook and Employee Handbook, individually describe possible disciplinary sanctions for violating any College Policy or Code of Student Conduct.

## **The Student Code of Conduct Disciplinary Process is as follows:**

### REPORTING AN INCIDENT

Members of the College community should report student violations of College rules, regulations, or policies to the Office of Safety and Security, the Dean of Student Affairs, or site staff members. Details of the incident are to be documented on an Incident Form and must include all of the following information:

- Date, time, and location of incident
- Nature of incident
- Individual(s) involved
- Witnesses
- Description of incident
- Immediate action taken
- Signature of person filing the report and the date

### **Procedural Due Process**

The following procedures are established in order to ensure due process in resolving disputes and disciplinary charges.

1.1. Any persons whose rights have been violated as a result of another's violation of written College regulation, policy, or procedure may file charges.

1.2. All charges must be filed in writing. Students will receive written notice of charges in their RACC email. It is the student's responsibility to check their RACC email for communication from the college.

1.3 If a student does not respond to communication from the Dean of Students office, after multiple attempts by the college to notify the student and receiving no response, the process will proceed regardless of the student's choice not to participate. The student may be charged with a violation of the Code of Conduct and sanctioned in absentia.

1.4. Disciplinary action, if warranted, is the responsibility of the Dean of Student Affairs and, where appropriate, the Care Team. Within the Care Team, only the Dean of Student Affairs or designee has the authority to suspend a student or remove the student from campus.

2.1. After disciplinary action has been taken, which can include anything from a warning to expulsion depending on the severity of the offense, a letter is sent to the student, both regular and certified mail and to the student's raven's email account, within five (5) working days of the disciplinary meeting between the student and the Care Team member(s) informing the student of the disciplinary action.

2.2. Information on appealing a disciplinary action is located in the Student Code of Conduct.

The following sanctions may be imposed in any combination. See the Student Code of Conduct for additional information:

- Disciplinary Probation
- Restitution
- Loss of Privileges
- Confiscation of Prohibited Property
- Interim Suspension
- College Suspension
- Expulsion
- Other Sanctions as Appropriate

**The Employee Code of Conduct Disciplinary Process is as follows:**

REPORTING AN INCIDENT

Members of the College community should report employee violations of College rules, regulations, or policies to the Director of Human Resources, Title IX Coordinator, VP of Fiscal and Human Resources, or to any member of the management team. Details of the incident will be documented and must include all of the following information:

- Date, time, and location of incident
- Nature of incident
- Individual(s) involved
- Witnesses
- Description of incident
- Signature of person filing the report and the date

## **Procedural Due Process**

The following procedures are established in order to ensure due process in resolving disputes and disciplinary charges. An Employee may be discharged or disciplined only for just cause. The Employee has the right to appeal any discharge or disciplinary action.

The College shall have a maximum of thirty (30) working days to conduct an investigation and take appropriate action regarding any incident(s) of misconduct from the date that the immediate supervisor knew or should have known that the incident occurred. In union positions, the Federation shall be notified of such investigation. No disciplinary action can be taken after the thirty (30) working day time frame except in cases where the time frames have been extended by mutual consent of the College and the Federation (in union positions). The college may impose interim sanctions, for example suspension, while the investigation is underway.

There are three levels in the disciplinary process prior to employment termination. Disciplinary action can begin at any level of the process including immediate termination of employment based on the severity of the infraction. All three levels involve written documentation that must be signed by either the employee or union representative.

The disciplinary levels are:

- First Written Warning
- Advanced Written Warning
- Last and Final Warning
- Termination