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## **Controlled Substance, Alcohol and Drug Abuse 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) and California Drug-Free Workplace Act of 1990, the Fab School prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled or any mind-altering substance in the workplace, on school property, or as part of any school activity. The Fab School also 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 relation with grants, and thus the drug-free workplace, consists of all locations where the Fab School conducts business. This includes, but is not limited to all lecture classrooms, workshops, parking lot, all administrative offices, storage rooms, and any space to be added in the future. **THE FAB SCHOOL CANNOT AND WILL NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS OR EMPLOYEES**

The Fab School sees that alcohol and drug abuse can be successfully treated, allowing the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution. Violation of this policy will result in The Fab School taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program.

### **Substance Abuse Prevention Policy**

The Fab School supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance, The Fab School students agree to random and for-cause drug testing throughout their attendance as set forth in The Fab School's Substance Abuse Prevention Policy in this guide. A violation can lead up to taking appropriate action which can include termination.

### **Purpose**

The Fab School is very concerned about the safety and well-being of its students. The Fab School has a reputation as a premier provider of professional fabricators and as a leader in the postsecondary fabrication industry. The Fab School believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Fab School's objectives in this policy include the following:

- ✓ To maintain and create a safe, healthy environment for all of its students
- ✓ To minimize the number of accidental injuries to persons or property
- ✓ To promote counseling and find rehabilitation assistance for those who seek it
- ✓ To protect The Fab School's reputation within the community and the industry at large
- ✓ To minimize truancy and tardiness; and
- ✓ To improve student success rate.

## **Drug and Alcohol Policy**

The Fab School is very strict when enforcing the drug and alcohol policy. ***THE FAB SCHOOL CANNOT AND WILL NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.*** The Fab School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities.

Students are also forbidden from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institution property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance.

While state laws are changing, the use of the medical marijuana card in California, Arizona or any other state is not accepted as an exception to this policy due to the safety of our students. Regardless of the legitimacy of the card, The Fab School will follow all applicable laws and regulations that can also include off campus school sponsored activities. In addition, The Fab School can discipline its students for off-campus activities that include the illegal use of alcohol or drugs. The Institution may report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking. Illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time and fines.

For additional specific information related to alcohol and other drug consumption and consequences, students and employees are encouraged to visit the following sites for additional information concerning Alcohol and Drugs usage, abuse, research and prevention.

National Institute on Drug Abuse: <http://www.drugabuse.gov/>

U.S. Drug Enforcement Administration: <http://www.dea.gov/druginfo/factsheets.shtml> .

Substances Abuse and Mental Health Services Administration: <http://www.samhsa.gov/prevention>

Drug Information Hot-Line (800) 662-HELP

National Institute on Drug Abuse (800) 843-4971

National Clearinghouse for Drug Information (800) 729-6686

U.S. Dept. of Education, Southwest Region (213) 598-7661

U.S. Dept. of Education Task Force (202) 708-9069 (Avail. 8 a.m. - 2 a.m. M-F; 11 a.m. - 2 a.m. weekends)

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a penalty ranging from \$1,000 to \$8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual. For the most up-to-date federal trafficking penalties information, visit the web site of the U.S. Drug Enforcement Administration at <https://www.dea.gov/druginfo/ftp3.shtml> .

## **Health Risks:**

The Fab School recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, The Fab School recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. As with any drug, prolonged use can lead to health issues as well as long-term dependency. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal.

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious harm 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 potential health risks dangers and symptoms relative to use/abuse:

## **Alcohol**

In small doses, alcohol has a calming effect on most people, although it appears to arouse 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 doses over a long period of time, alcohol can damage the liver, the heart and cause brain damage and a great number of other health, medical, and social issues.

- stomach ailments
- alcohol poisoning
- liver disease
- vitamin deficiencies
- depressed immune system
- weight gain
- high blood pressure
- heart or respiratory failure
- cancer

## **Drugs**

- nausea, rapid heart rate
- skin disorders
- tremors and seizures
- depression and disorientation
- heart attack
- memory impairment
- impotence
- paranoia and psychosis
- weakened immune system
- respiratory failure

## **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 excitement, 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 obtained 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 smoke able 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 intense 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.

### **Hallucinogens**

These are also known as psychedelics. The effects can differ; 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 gentle or overwhelming, depending on the amount and intake of the drug.

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

When taking a hallucinogenic, one may lose control of thought processes. Although many perceptions are pleasant, others can cause panic or can make a person believe that he or she cannot be harmed which can allow these delusions to 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 known as a 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.

Those who use heroin 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 man-made stimulant. Crystal methamphetamine usually resembles small fragments of glass or shiny blue-white “rocks” of different sizes. Like powdered methamphetamine), crystal methamphetamine can produce a long-lasting elated effect. Crystal methamphetamine, however, usually has a higher purity level and can produce an even longer-lasting and more intense physiological effects than the powdered form of the drug.

Crystal methamphetamine use can cause numerous serious physical problems. Rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain – which can lead to stroke, are some of the effects of the drug. 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 create 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 other 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 can be highly addictive, they are also known as “downers”. A user can 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)**

(MDMA) Also known as XTC, X and E, Ecstasy is a mind-altering drug with hallucinogenic and speed like side effects. It is often used at raves 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-coagulated properties, which can cause a person to bleed to death if injured. Ecstasy can cause serious brain damage in a short span of time. The side effects 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**

Ritalin (**methylphenidate**) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It includes amphetamines and can be abused as a stimulant by those other than for whom it’s prescribed for. 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. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. The side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unarousable sleep (coma) and death. GHB was used as a dietary supplement until banned by the FDA and 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.

### **Laws relating to Drug Violations:**

The following is a short list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance. Any employee 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.

## Legal Penalties:

Aside from school action, legal penalties for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge/jury in specific cases. For example, first time convictions for the use of a controlled substance or alcohol abuse may or may not be referred to a rehabilitation/education program.

Federal and state law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows: Under Federal law, the manufacture, sale, and/or distribution of non-marijuana illicit drugs are felonies with penalties of five years to life under federal law (20 years to life if death or serious injury is involved) and fines up to \$4 million. Marijuana trafficking carries penalties of up to five years to life, depending on the quantity of drugs involved and fines up to \$4 million for the first offense. Possession of controlled substances under federal law carries sentences of up to one year and fines up to \$100,000 for first offenses, with special sentencing applied for possession of crack cocaine, including five to twenty years and fines to \$250,000 for first offenses, depending upon the amount possessed.

Under California law, the sale of illicit drugs are felonies with prison terms of seven years or more, and the manufacture of drugs is punished with prison of 20 years or more. There are several enhancements to potential penalties based on sales close to schools or recreational facilities, sales to those under 18 by anyone over 18, and sales to pregnant woman. Possession of illegal drugs is also a felony (marijuana may be a felony or misdemeanor depending on the amount involved), carrying maximum prison sentences of up to seven years. The selling or providing of alcohol to minors can be treated as a felony or misdemeanor at the discretion of the court.

## \*FEDERAL TRAFFICKING PENALTIES

DRUGS/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms 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 \$2 million if an individual, \$5 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 \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 years, 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. <b>Second Offense:</b> Not less than 20 years, 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. <b>2 or More Prior Offenses:</b> 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	
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	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	

**PENALTIES**

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><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.</p> <p><b>Second Offense:</b> 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</p>
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>
Flunitrazepam (Schedule IV)	30 to 999 mgs	
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

**\*FEDERAL TRAFFICKING PENALTIES – MARIJUANA**

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <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>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <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		<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <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	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 less than 5 years, not more than 40 years</li> <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>	<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> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<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> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

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

**Reporting Standards:**

In addition to termination or expulsion, individuals in possession or distributing drugs to employees or students on school grounds will be reported to the authorities, and charges will be pressed by the School.

Employees and students are required to notify The Fab School’s Executive Director in writing of any conviction of a criminal drug statute violation occurring in the workplace no later than five (5) calendar days after such conviction. Within ten (10) days thereafter, the school must notify the U.S. Department of Education in writing of the conviction, and within thirty (30) days take appropriate disciplinary action with regard to the employee or student.

**Drug Conviction Notification and Imposed Sanctions:**

- Any employee, faculty or student must notify the Fab school of any criminal drug act conviction for a violation that occurs 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 Fab School will impose corrective measures on the employee or student convicted of drug abuse violations in the workplace by:

1. Taking appropriate action against the employee or student up to and including expulsion or termination of employment and referral for prosecution and/or
2. Requirements for an employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes are a federal, state or local health, law enforcement, or other appropriate agency.

### **General Procedures of Substance Abuse Prevention Policy**

The Fab School will take appropriate disciplinary action when a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **IS NOT TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab has to immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to The Fab School's Administrative Department as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy. Possession of illegal drugs, drug paraphernalia or alcohol is forbidden.

When The Fab School becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the school will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the school's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- probation
- termination
- referral for prosecution

Students should be aware that The Fab School may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that The Fab School supports the criminal prosecution of policy violators, when appropriate. Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- red eyes
- erratic behavior
- slurred speech
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- incoherence
- dilated pupils
- unsteadiness on feet
- increased carelessness
- receipt of information by The Fab School indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, The Fab School will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, THE FAB SCHOOL MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurs at The Fab School
- If The Fab School believes an individual has been seen possessing or using a forbidden substance on school grounds
- When The Fab School believes an individual has been using and the effects of drugs or alcohol may affect their ability to focus in class or for the safety of themselves and others around them
- When The Fab School receives a written report from another individual who has some form of relationship to the student (e.g. roommate, parent, landlord etc...) alleging, with documented reasonable grounds, the student has abused drugs or alcohol
- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy
- Also, random drug screening tests will be administered periodically and any individual who has a positive drug or alcohol impairment test can be subjected to further testing for his or her duration of the program.

#### Drug Testing Procedures (Random/For Cause)

As part of The Fab School's efforts to make certain that it is a drug and alcohol free environment, random drug tests may be conducted. The Fab School also conducts "for cause" drug tests based upon the finding of reasonable grounds as listed earlier. In the absence of extraordinary circumstances, any student who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at The Fab School's discretion:

- Suspension or termination from the school for the remainder of the student's enrollment. The student will also be responsible to any additional actions that might occur as a result of termination, including but not limited to, repeat fees or being placed on probationary status.
- The student must be reviewed by an evaluator who is certified from one of the drug treatment programs approved by The Fab School and enrolled in a program prior to resuming classes.
- If the student's Drug Test results in a "positive" for any illegal drug usage, the student will be financially responsible for any associated costs of the test, and those for any future tests.
- If the student's Drug Test results are "negative" for any illegal drug usage, The Fab School will pay for any associated cost of the test.

**NOTE:** The time taken to enroll in a program will determine whether the student merely "fails" a class due to attendance issues or is suspended or terminated from The Fab School for violations of attendance policy.

- The student has to follow the assignment of the evaluator and provide evidence that the assignments are within compliance.
- The student has to sign a release form at the treatment center giving The Fab School access to information regarding his or her progress in the treatment program.
- The student has to earn a certificate of completion which has to be submitted to The Fab School before being given any official graduation documents.
- The student has to provide The Fab School with confirmation from the approved program that the student is capable of safely returning to resume class.

Failure to complete the drug treatment program in a timely manner stated by The Fab School can cause for withdrawal until proof is shown that the program has been completed.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame (24 hours or less) after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to The Fab School, these stipulations will apply. See the following:

- The student has to agree to cease drug use and destroy all drug-related paraphernalia.
- The student is subject to on-demand drug testing as determined by The Fab School.
- The student is required to meet with his or her Advisor on a regular basis and show proof of continued attendance or completion of the drug education program at each meeting.
- The student has to pay all expenses involved in the drug education.
- The student will pay all costs associated with suspension including but not limited to tuition cost resulting from course repeats.

### **Rehabilitation:**

The Fab School will reasonably accommodate any employee or student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not inflict excessive hardship on the Fab School. Reasonable accommodation can include time off without pay and adjustment of working hours. The employee or student can use whatever sick time he/she is entitled. However, the Fab School is not compelled to offer an accommodation for any employee or student who has violated any of the school's policy that in the Fab School's sole discretion merits termination of the relationship before asking for assistance. The Fab school will take reasonable measures to protect the privacy of the employee or student concerning enrollment in an alcohol or drug rehabilitation program. If an employee or student enters into a state approved rehabilitation program, the employee has to sign an agreement with the Fab School, 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 required document to establish compliance.
4. Keep away from any illegal drug misbehavior.
5. Acknowledge that any future violation of company drug prohibitions shall result in immediate discharge.
6. Failure to consent with any provision of the agreement shall result in immediate dismissal.

### **Where can Fab School Students & Employees go for Help?**

Just call or visit the Administrative Department on school site:

**9571 Pittsburgh Avenue  
Rancho Cucamonga, CA 91730  
(877) 411-WELD Toll free**

### **Drug & Alcohol Abuse Information & Treatment Centers**

**National:** Al-Anon National Drug and Treatment Referral – 1-800-662-HELP, National Council on Alcoholism and Drug Dependence – 1-800-NCA-CALL

**Whiteside Manor:** 2743 Orange St., Riverside, CA – (951) 686-9454

**MFI Recovery Center:** 5870 Arlington Ave., Riverside, CA – (951) 683-6596

**10 Acre Ranch Rehab:** 5953 Grand Ave, Riverside, CA - (951) 784-7081

**Drug Alternative Program:** 11868 Arliss Dr., Grand Terrace, CA - (909) 872-1870

**Cedar House:** Bloomington, CA - (909) 421 7120

**Olive Branch Counseling:** Brockton Ave, Riverside, CA (951) 369 8534

***Riverside County Substance Abuse Program:*** Outpatient Drug Free, 1827 Atlanta Avenue Suite D-1, Riverside, CA 92507 - (909) 955-2105, (800) 499-3008

***Riverside Recovery Resources – Alpha Program:*** 3757 Elizabeth St., Riverside, CA 92506 – (951) 684-3744

**The High Program:** 3579 Arlington Ave. Suite 200, Riverside, CA 92506 – (951) 781-6762

***A Better Community Counseling Program:*** 268 N. Lincoln Ave. Suite 6, Corona, CA 92882 – (951) 734-3399

If additional information is needed, feel free to contact us.

**Policy Distribution Procedures:**

The Fab School’s Drug-Free Workplace Policy will be shared amongst employees 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 on the 1<sup>st</sup> of October annually. The enrollment agreement signed by every student will acknowledge receipt of the Drug-Free workplace policy.

Employees of the Fab School 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 Administrative Department will be responsible for distributing the policy to employees that are currently employed.

Failure to abide by these guidelines will result in termination of employment or training at The Fab School. A student who has been terminated from training must utilize the appeals process to determine the possibility of returning to The Fab School. Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.