

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Last Revision Date: March 1, 2016

The purpose of the Florida Vocational Institute's Drug & Alcohol Abuse Prevention (DAAP) Program is to foster a safe and healthy campus where students, faculty and team members can work and attend in an environment free of detrimental effects associated with drug and alcohol abuse.

Through the DAAP program, it is the institution's intent to inform students, faculty and team members about the health risks associated with substance abuse, the resources available to help cope with substance abuse, and sanctions imposed by federal, state and local authorities, as well as the institution's standards with regard to the use or abuse of alcohol and/or controlled substances.

Substance Abuse Policy

Florida Vocational Institute is a drug-free workplace and firmly believes that alcohol abuse or illegal drug use, whether on or off the job can adversely affect job performance, morale, the safety of other team members, students and the reliability of our operations and equipment.

Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco.

Florida Vocational Institute adheres to the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act Amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the work place.

Standards of Conduct

- Consumption of alcohol is prohibited on the campus premises and externship/clinical sites.
- Drug usage, other than over the counter medication and prescription medication used in accordance with a doctor's prescription, is prohibited while serving as a team member conducting school business or a student representative of the Institution whether on campus or any off campus school sponsored activity.
- The unlawful use, possession, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol on the school premises or on an externship/clinical site is strictly prohibited.

Educational Programs

Florida Vocational Institute will develop appropriate materials to be distributed to all students and team members explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at school activities and will present educational programs on alcohol and drug abuse.

All team members and students receive a copy of Florida Vocational Institute catalog and an acknowledgement signed copy is kept in the team member personnel file and student's academic file.

Alcohol and Substance Abuse Intervention Guidelines

The supervisor/team member should notify the School Vice President and President for consultation prior to any action being taken. The School Vice President and President may recommend consultation with a local non-profit alcohol and substance abuse organization or similar agency. Based on the advice of the School Vice President and President or such an agency, the supervisor/team member should immediately schedule an intervention meeting the team member/student concerned. The intervention meeting includes the following steps:

- Inform individual of the policy.
- Relieve the individual of assigned duties or in the case of a student suspend their attendance and
- Advise the individual of the reason for the concern.

The impact of the problem on work or academic performance, including interpersonal interactions affecting the workplace or classroom should be documented. Examples include:

- Unusual or erratic behavior
- Reports of unauthorized drugs and/or alcohol use on the job

After consultation with the School Vice President and President, the team member or student is referred to any non-profit alcohol and substance abuse organization or similar agency for testing. Examples of reasons for referral include the following:

- Behavior that is erratic or abnormal
- Knowledge or indication that team member/student is currently involved in drug related activity
- Sleeping that is related to drug intake
- Disclosure by the team member/student of use

Pending result information from the referred non-profit or similar agency, the team member/student should be suspended. If the team member/student refuses to go to the referred non-profit organization or similar agency, appropriate disciplinary action should take place. Drug and alcohol is only one factor to be considered in making a determination regarding disciplinary action.

Alcohol and Substance Abuse Prevention Procedure

When in the judgment of the supervisor, in consultation with the President and School Vice President, a determination is made that there is unauthorized use or possession of alcohol, controlled substances or the use or possession of illegal drugs, or if behavior or work performance of a team member gives rise to performance related concerns that may indicate a need for drug and alcohol testing or some other action, the following procedure shall be used. The procedure also applies when a team member has reason to believe the same of a student; or to others violations of the policy as stated above.

Prevention Programs

Listed below are resources of drug prevention programs:

- Narcotics Anonymous Of Miami (305) 265-9555
- DARE (305) 471-1716
- Switch Board Of Miami (305) 358-4357
- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

Counseling, Treatment & Rehabilitation Programs

Florida Vocational Institute supports programs that aid in the prevention of substance abuse. Students and team members are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol and mental health services. Anyone needing help in finding a treatment center should contact the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) which offers a free services to help locate a facility near you. The Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622 – HELP (4357) or online: [Http://www.samhsa.gov/treatment/index.aspx](http://www.samhsa.gov/treatment/index.aspx). Additional resources for counseling, treatment and rehabilitation include:

- Al-Anon 1-888-4AL-ANON
- American Council on Alcoholism Helpline: 1-800-527-5344
- Cocaine Hotline: 1-800-COCAINE
- National Council on Alcoholism: 1-800-NCA-CALL

Legal Sanctions for Drug & Alcohol Abuse

Florida Vocational Institute will comply with all federal, state and local laws and policies regarding the abuse of alcohol and other drugs by its team members and students. All team members, faculty and students should be advised that possession, use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol may carry its own penalties under local, state and federal law.

In addition to disciplinary sanctions by the Institution, all team members and students should be aware of that federal, state, and some local laws treat illegal possession, use, sale/distribution or manufacturing of drugs or alcohol as a serious crime that can lead to imprisonment, fines and assigned community service. Resulting convictions can prevent a person from entering certain fields of employment and may have to be listed on employment applications. The possession, use, sale/distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions including mandatory prison terms for many offenses, for a listing of federal offenses, penalties and sanctions, visit the Department of Justice/U.S. Drug Enforcement- Office of

Diversion Control website. Additional state penalties and sanctions may apply. Many localities have ordinances and regulations with prohibit public consumption of alcoholic beverages or consumption of alcohol beverages on private property without owner's consent.

Sanctions the Institution Will Impose:

1. Any team member or student found consuming alcohol or drugs on campus or externship site shall be subject to disciplinary action.
2. Any team member or student found using, possessing, manufacturing or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on campus or externship/clinical sites shall be subject to disciplinary action.
3. Any team member or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or the externship/clinical site and will be escorted home. The team member or student shall also be subject to disciplinary action.
4. Consistent with Drug Free Workplace Law, as a condition of employment, all team members are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if a team member or student violates this policy, discipline will be assessed accordingly and the individual; could be subject to termination or expulsion or referral for prosecution.
6. In all cases, the Institution abides by local, state and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drugs identified as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription.

Follow Up

The School President will meet with the team member/student to discuss the information received from the referred non-profit organization or similar agency and any disciplinary action taken. Being unfit for work because of alcohol and/or illegal use or possession of a controlled substance or other violations of this policy may subject the member/student to disciplinary action up to an including termination of employment or school attendance

Review & Distribution

The DAAP Program policy will be reviewed biennially (even numbered years) to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The DAAP Program policy will be distributed to team members and students on an annual basis by October 1st. Team members will receive e-mail notifications annually by the School President or his/her designee. Students will receive notification annually through an electronic announcement via registered e-mail addresses.