

## **Standards of Conduct can be found in the Student Catalog:**

### ***Drug-Free Schools/Drug-Free Workplace Annual Disclosure***

It is the policy of the School to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended. Accordingly, the following information regarding the use of illegal drugs and alcohol is provided annually to each student and employee of the School.

### ***Standards of Conduct***

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on school premises, while involved in a school-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions noted below.

### ***Disciplinary Sanctions***

Students who violate the school's prohibitions against drugs and alcohol are subject to disciplinary action up to and including termination of their enrollment at the school and referral of their violation for prosecution for violation of the student Standards of Conduct. For more information on the Standards of Conduct, students should consult the catalog.

Employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact their Human Resources Department.

### ***Loss of Title IV Eligibility***

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offence involving the possession or sale of illegal drugs for the period described below:

	<u><b>Possession of Illegal Drugs</b></u>	<u><b>Sale of Illegal Drugs</b></u>
1 <sup>st</sup> Offence:	1 year from the date of conviction	2 years from the date of conviction
2 <sup>nd</sup> Offence	2 years from the date of conviction	Indefinite Period
3 <sup>rd</sup> Offence	Indefinite Period	

## **Legal Sanctions**

### ***State Drug Laws***

State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol.

There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose their right to vote.

### ***Federal Drug Laws***

Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance a serious crime. **Appendix A** provides a summary of the criminal sanctions for violations of federal drug statutes. For the most up to date Federal Trafficking Penalties information, visit the web site of the U.S. Drug Enforcement Administration at: <http://www.dea.gov/agency/penalties.htm>.

### ***Health Risks***

Drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

### ***Alcohol***

Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

## ***Marijuana***

Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

## ***Cocaine/Crack***

Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

## ***Methamphetamine/Amphetamines***

Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive “uppers” that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, serious physical effects, including sudden death.

## ***Narcotics***

Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

## ***Ecstasy***

“Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphoricants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

## ***GHB/Rohypnol***

Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

## ***Inhalants***

Inhalants are readily available and inexpensive. More than 1000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

## ***Steroids***

Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

## ***Drug and Alcohol Programs***

Students requiring or requesting information about drug abuse treatment should contact the School Director for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (562) 945-2211, or the 65 Employee Assistance Program (EAP) at (800) 854-1446 for English; (877) 858-2147 for Spanish; or go on line at:

[www.lifebalance.com](http://www.lifebalance.com)

Additional helpful information and resources may be found by contacting the following organizations:

**U.S. Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
1-800-662-HELP (1-800-662-4357)  
<http://dasis3.samhsa.gov/>**

**National Council on Alcoholism and Drug Dependence  
1-800-NCA-CALL (1-800-622-2255)**

<http://www.ncadd.org>

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine Base (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 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.  <b>Second Offense:</b> 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.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 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		

### ***Equal Educational Opportunity***

The School is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status within the School community is unacceptable. To fulfill its educational mission the School designates the Campus Director as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act (ADA). Students who feel that they have been harassed or discriminated against or who feel that the School has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures stated below. For grievances other than those related to harassment and discrimination policy please follow the procedure outlined in this Student Disclosures Schedule for student complaints under Notice of Student Rights.

### **Sexual Harassment, Assault and Violence Policy**

***Sexual Harassment and Sexual Violence*** The School will provide an educational, employment and business environment free of sexual harassment. Sexual harassment and acts of sexual violence are forms of sex or gender discrimination and are not tolerated by the School. Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance. The School provides procedures for reviewing and resolving such complaints through this Grievance Procedure. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

***Sexual harassment*** is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

**Sexual violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Further, alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy.

### ***Filing a Complaint***

In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances covered by these procedures must be filed within 45 days of the date of the alleged discriminatory conduct. The School may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity. Any student or group of students alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance. While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance. If the complainant requests confidentiality or asks that the complaint not be pursued, the School will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue investigation. If a complainant insists that her or his name or other identifiable information not be disclosed to the alleged perpetrator, School officials will inform the complainant that its ability to respond may be limited.

As an initial matter, all grievances shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. The School shall not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance.

### ***Record of Complaint***

All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. Memoranda describing any formal reprimand or disciplinary action that the student receives for violating the School's sexual harassment policy will be placed in the student's permanent academic file. No student will be subjected to retaliation by members of the student community as a result of filing a good-faith grievance for sexual harassment.

### ***Grievance Procedure***

Any student who has a grievance concerning the interpretation, application or claimed violation of her or his rights as a student or feels she or he has been discriminated against or harassed on the basis of age, color, disability, family status, gender, national origin, race, religion, veteran status, sex or sexual orientation, including sexual harassment and violence, has the opportunity to seek resolution of such grievance. Any student alleging that an act of harassment or discrimination has occurred or that her or his rights as a student have been violated has the right to seek redress of her or his grievance. This may take place informally, through the mediation of designated officials of the School, or formally, through an established grievance procedure.

### ***Informal Resolution***

A student who feels she or he is a victim of harassment or discrimination or that her or his rights as a student have been violated pursuant to this Policy may attempt to resolve the matter informally by bringing a complaint to the Campus Director. Upon receipt of a complaint, the Campus Director has the following responsibilities:

1. Inform the complainant of her or his formal recourse, should that be necessary (see Formal Resolution described below).
2. Inform the complainant that informal mediation will not be used to resolve sexual violence complaints.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence.
4. Undertake, with permission of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action. At all times during this procedure, the Campus Director must keep all information completely confidential, and the name of the complainant should not be revealed to the individual alleged to have caused the grievance except with the complainant's permission. In addition, written records, if taken, shall be submitted to the Campus Director. In the event that

an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Campus Director will stop the informal resolution process and assist the complainant in filing of a formal complaint

### **Formal Resolution**

In the event that a student wishes to lodge a formal complaint against another student or employee of the School, the student will address the complaint to:

1. The Campus Director, if the individual alleged to have caused the grievance is another student.
2. The Campus Director or the COO of Lamson Institute, in the case of discrimination or harassment, if the individual alleged to have caused the grievance is a faculty or non-faculty employee

A formal complaint will be made in writing by the complainant, addressed to the above-mentioned School officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses.

In a situation deemed to be an emergency by the Campus Director or the CEO of Lamson Institute the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

The officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. The School officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the responsible School official, as appropriate, must file a written report with the CEO for one of three actions:

1. Conclude the complaint is without merit and that no further action is warranted.
2. Attempt to bring about a negotiated settlement.
3. Recommend to the CEO to conduct a formal grievance hearing to evaluate possible action against the individual alleged to have caused the grievance. Either party, the complainant or the individual alleged to have caused the grievance, may request in writing within 5 days after notification by the School, a formal hearing if dissatisfied with the conclusion

### **Hearing**

A Grievance Committee composed of two senior level management personnel appointed by the CEO will be convened to hear the Campus Director's or the COO's recommendations and testimony from the complainant, the individual alleged to have caused the grievance and any relevant witnesses from both parties and any other relevant evidence. Both the complainant and the alleged perpetrator will be afforded similar and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee. The Committee will decide whether:

1. The complaint is without merit and that no further action is warranted
2. Some remedial action is necessary
3. Determine the scope and timing of any proposed disciplinary action against the alleged student or employee.

The determination of the merits of the complaint by the Grievance Committee will be final.

### **Penalties**

In case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee and approved by the CEO.

### **Complaint Record and Notice of Outcome**

All proceedings and records will be confidential to the extent permitted by law. However both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. No student will be subjected to any retaliation or involuntary reassignment as a result of filing a good-faith grievance for harassment and discrimination. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.