



Drug Abuse and
Alcohol Prevention
Program (DAAPP)

2015/
2016

The San Diego Community College District
City, Mesa & Miramar Colleges and
Continuing Education

San Diego Community College District Drug Abuse and Alcohol Prevention Program (DAAPP)

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), specifies that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, the San Diego Community College District (SDCCD) has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The San Diego Community College District (San Diego City College, San Diego Mesa College, San Diego Miramar College and Continuing Education) is committed to providing a drug free environment. The institutions also prohibit the use of tobacco products and electronic delivery devices on campus or at college/district sponsored events. Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior. The effects vary from person to person and from usage to usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offenses. Possession will earn up to one year in prison and a \$5,000 fine. Distribution will earn up to life in prison and an \$8 million fine. State laws vary and may be more severe. (A complete list of Federal and State Penalties follows below).

District Policy 3100 - *Student Code of Conduct* - states that use, possession, or distribution of narcotics or other controlled substances is prohibited while on the college premises or at college-sponsored events. A student may be suspended or expelled for violation of this policy. Our detailed program follows.

Annual Notification:

An annual notification will be sent to all students and employees. The notification will include:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
2. A description of appropriate legal sanctions for violation of local, state, or federal laws for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the abuse of illicit drugs or alcohol use.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students;
5. A clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

In addition to the required notifications, the San Diego Community Colleges will provide and display information on the district's Drug and Alcohol Abuse Prevention Program for ALL students, faculty and staff to view as follows:

- Posters
- Class Schedules
- College Catalogs
- Online Educational Workshops
- Digital Screens around college and continuing education campuses

I. Standards of Conduct

Employees:

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on college/district property or at any of its activities is prohibited. SDCCD will impose sanctions, consistent with local, State, and Federal law, for violations of SDCCD alcohol and drug policies as stated in college policies or employee handbooks/manuals. Disciplinary action may include corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. In addition, failure to disclose previous convictions on a job application is grounds for termination.

SDCCD supports the laws and regulations of the United States of America, the State of California, San Diego County, and the City of San Diego as well as the counties and cities in which our outreach sites are located. Each student and employee is expected to do the same. Applicable legal sanctions under state, local, and federal law can include: forfeiture of personal property and real estate, fines, revocation of driver's license, probation, parole, imprisonment, mandatory minimum sentences, and deportation for non-US citizens.

For further information, refer to Administrative Procedure, 4115.1, Controlled Substance Abuse in The Workplace at: <http://www.sdccd.edu/public/district/policies> Then click on the Human Resources link.

Supervisors:

The San Diego Community College District Human Resource Department has developed BE1900 HR Guideline for the reasonable suspicion for drug testing when an employee is identified by his/her immediate supervisor as showing suspicious behavior.

Students:

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, consumption, use or transportation of alcoholic beverages, controlled substances and illegal drugs and/or possession of drug paraphernalia by any student on college or district

property, at any college or district sponsored student activity, or at SDCCD approved classes, field trips or activities off campus shall be strictly prohibited. This includes possession of alcoholic beverage containers.

No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college or district approved event off campus. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. California under-age drinking laws will be enforced through judicial referrals and, or reporting incidents to the SDCCD police department.

SDCCD will impose sanctions, consistent with local, State, and Federal law, for violations of SDCCD alcohol and drug policies and the *Student Code of Conduct*. Sanctions may include a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from facilities and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to SDCCD police department and or local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. For further information please review Board Policy 3100, Section 3, *Student Code of Conduct*, sub-section(s) q, r & s at: <http://www.sdccd.edu/public/district/policies>, then click on the Student Services link.

In addition, College Policies on Drug and Alcohol Use can be found at: http://www.sdccdonline.net/students/resources/College_Policies.pdf

The following sections of the *Student Code of Conduct* pertain directly to Drug & Alcohol use, sale and possession:

- Participating in activities which are in violation of federal, state, or local laws or ordinances while on district premises or at district-sponsored or supervised activities.
- Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
- Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on district premises.

The college will impose disciplinary sanctions on students who violate the *Student Code of Conduct*. See procedure 3100.2

Note: A full version of Board Policy 3100 – Students Rights, Responsibilities, Campus Safety and Administrative Due Process can be found at: <http://www.sdccd.edu/public/district/policies>, then click on the Student Services link.

II. Legal Sanctions

The San Diego Community College Police Department enforces all federal and state laws and local ordinances.

A. Federal

A Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration (<http://www.justice.gov/dea/druginfo/ftp3.shtml>), is provided below:

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: 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		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: 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.

Substance/Quantity	Penalty
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount Of All Schedule V Drugs	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

****The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8million if an individual and \$20 million if other than an individual.***

State:

In addition to the information listed above, a complete listing of California substances, how they are placed on the schedule and additional drug information, can be found at:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=11001-12000&file=11350-11356.5>

III. Health Risks

Alcohol and drugs are toxic to the human body. Substance abuse may result in a wide array of serious health and behavioral problems and has both long and short-term effects on the body and the mind. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first-time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties. Additional health risks can include:

<u>Substance</u>	<u>Some Possible Long-Term Effects</u>
Alcohol	<i>toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment</i>
Amphetamines <i>uppers, speed, crank</i>	<i>loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression</i>
Barbiturates <i>barbs, bluebirds, blues</i>	<i>severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment</i>
Benzodiazepines (Valium, Xanax, Ativan, Dalmane, Rohypnol) <i>benzos, downers, sleepers, tranqs, roofies</i>	<i>impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence</i>
Cocaine & Cocaine <i>freebase coke, crack</i>	<i>loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations</i>
Codeine	<i>physical dependence, constipation, loss of appetite, lethargy, respiratory depression</i>
Heroin <i>H, junk, smack</i>	<i>physical dependence, constipation, loss of appetite, lethargy, respiratory depression</i>
Inhalants <i>ames, gas, laughing gas, poppers, snappers</i>	<i>psychological dependence, psychotic reactions, confusion, frozen airway, sudden death</i>
LSD <i>acid</i>	<i>may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks</i>
MDA, MDMA, MOMA <i>ecstasy, xtc</i>	<i>same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia</i>

Substance

Some Possible Long-Term Effects

Marijuana (cannabis)

pot, grass, dope, weed, joints

bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration

Mescaline (peyote cactus)

mesc, peyote

Methamphetamine

meth, crystal, chalk, ice

increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heart rate, irregular heartbeat, increased blood pressure, and increased body temperature

Methaqualone

ludes

Morphine

M, morf

physical dependence, constipation, loss of appetite, lethargy

PCP

crystal, tea, angel dust

psychotic behavior, violent acts, psychosis, hallucinations at high dose

Psilocybin

magic mushrooms, shrooms

cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

Steroids

roids, juice

For a detailed list of Health Risks derived from illegal Drug Use go to Student Web Services at:

http://studentweb.sdccd.edu/docs/Drug_Use_Abuse_Prevention.pdf

Listed below are additional Health Risks due to Alcohol Abuse

A. Alcohol Abuse

- Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction and fatal overdose.
- *Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that result in harm to one's health, interpersonal relationships, or ability to work.*

Student-Athlete Drug Use Testing Policy:

The San Diego Community College District is a participant within the California Community College Athletic Association (CCCAA). The CCCAA does not employ a drug use testing policy. However, each student-athlete completes a Student Eligibility Report which carries sanctions specifically for student-athletes, which states: ***The use or possession of any drugs, alcohol or tobacco will result in ejection from that contest and suspension from the next two contests.*** Additionally, each of our student-athletes are actual students enrolled in the San Diego Community College District and are held accountable to district Drug and Alcohol Policies as noted above.

IV. Drug and Alcohol Prevention Programs and Resources

Students:

The colleges provide information on drug and alcohol treatment and prevention through a variety of means including seminars, courses, and the Student Health Services. Contact Student Health Services, or the Vice President, Student Services Office for additional information.

Campus Based Programs and Resources: *(Note: Not all programs and resources are available at all institutions)*

- Mental Health Counseling
- Expert small group therapy with emphasis on addiction
- Student Health Services Referrals
- AOD Veterans Counseling
- Crisis Counseling
- Psychological Counseling
 - One-on-one
 - Recovery Support Groups
- Development of an Online Training Program for Drug & Alcohol Abuse
- Death Experience/Crash Car revolving around Drug & Alcohol Abuse (annual events)
- Comfort Tent and Be Calm Activities (presented as alternatives/prevention opportunities)
- Drug & Alcohol Abuse curriculum offered at San Diego City College
- Health Fairs
- Turn Over a New Leaf campaign
- Referrals to Community-Based Substance Abuse and Treatment Services

Community Based Programs and Resources:

Outpatient and Community Based Substance Abuse Services

University of California San Diego Dual Disorders Integrated Treatment and Recovery	619-299-3510	140 Arbor Drive San Diego, CA 92103
Paradise Valley Hospital Adult Inpatient Mental Health Services	619-470-4321	2400 East Fourth Street National City, CA 91950 http://www.paradisevalleyhospital.org/
Vista Hill Substance Abuse Treatment Program for Parents	619-668-4200	4990 Williams Avenue La Mesa, CA 91941 http://www.vistahill.org/
Scripps Health Scripps McDonald Center Substance Abuse Treatment	800-382-4357	9896 Genesee Ave La Jolla, CA 92037 http://www.scripps.org
Family Health Centers of San Diego (Gay/Lesbian emphasis) Outpatient Substance Use Program	619-515-2586	
San Diego American Indian Health Center Behavioral Health Department	619-234-2158	2602 First Avenue Suite 105 San Diego CA 92103 – 6599 http://www.sdaihc.com/
San Ysidro Health Center National City Family Clinic	619-336-2300	1136 D Avenue National City, CA 91950 http://www.syhc.org/
St. Vincent de Paul Village Family Center Addiction Treatment & Education Center	619-233-8500	3350 E Street San Diego, CA 92102 http://www.svdpv.org/services.html

Outpatient and Community Based Substance Abuse Services (cont'd)

Catholic Charities, Inc. (Recovery Drop-in)	619-696-0873	Rachel's Women's Center 759 8th Avenue San Diego, CA 92101
Mental Health Systems (MHS) MHS – Central East Regional Recovery Center	619-287-8225	6244 El Cajon Boulevard San Diego, CA 92115 http://www.mhsinc.org/listing/central-east-regional-recovery-center-2/
Mental Health Systems (MHS) MHS – Mid Coast Regional Recovery Center	619-523-8121	3340 Kemper Street San Diego, CA 92110 http://www.mhsinc.org/listing/mid-coast-regional-recovery-center-2/
Mental Health Systems (MHS) MHS – Harmony Women's Recovery Center	619-285-1718	6154 Mission Gorge Road San Diego, CA 92120 http://www.mhsinc.org/listing/harmony-west-womens-regional-2/
Volunteers of America – Sobering Center	619-232-9343	101 16 th Street San Diego, CA 92101
Vista Hill Bridges Intensive Outpatient Program	619-668-4203	4990 Williams Ave. La Mesa, CA 91942 http://www.vistahill.org/programs/juvenile-justice-community-services/bridges-adult-intensive-outpatient-program.html
MITE (McAlister Institute for Treatment and Education) South Bay Women's Recovery Center	619-336-1226	2414 Hoover Street, Suite C National City, CA 91950 http://www.mcalisterinstitute.org/
Union of Pan Asian Communities (UPAC)	619-521-5720	3288 El Cajon Boulevard, Suite #13 San Diego, CA 92104 http://www.upacsd.com/index.php/services-2/addction-treatment-and-recovery/

Adult Treatment Services – Detox

Volunteers of America Southwest	800-862-1896	1111 Island Ave. San Diego, CA 92101
McAlister Institute	619-442-0277	

Community Crisis Lines

- Students who are experiencing a Behavioral Health emergency should call 9-1-1.
- Students who need information about handling a mental health crisis should speak to a trained counselor who can help with their specific situation.
- Access and Crisis Line: 1-888-724-7240.
- The toll-free call is available 24-hours a day, 7-days a week. (TDD for the hearing impaired: 619-641-6992.)

Crisis Line Resources:

Kaiser Crisis Line	800-900-3277	
Tri West Behavioral Health Crisis Line	866-284-3743	
VA Crisis Line	800-273-8255	
National Drug and Alcohol Treatment Referral Center	800-622-2255	
211 San Diego Information & Referral Service	800-227-0997 or 2-1-1	

Urgent Walk-In Services

CRF Jane Westin Walk-In Center 1045 9 th Avenue San Diego, CA 92101	619-235-2600	1045 9 th Avenue San Diego, CA 92101
Southeast Mental Health Center 3177 Oceanview Blvd. San Diego, CA 92113	619-595-4400	3177 Oceanview Blvd. San Diego, CA 92113
UCSD Outpatient (Gifford) Clinic 140 Arbor Drive San Diego, CA 92103	619-543-6250	140 Arbor Drive San Diego, CA 92103
NHA Project Enable 286 Euclid Avenue, Suite 102 San Diego, CA 92114	619-266-2111	286 Euclid Avenue, Suite 102 San Diego, CA 92114

Employees:

Employees may access drug and alcohol treatment programs through the following resources:

1. Employee Assistance Plan (EAP)
Phone: 888-625-4809
TDD/TTY: 888-842-9489
Website: www.liveandworkwell.com access code: VEBA
Available 24 hours per day, seven days per week
2. Substance Abuse Services are also available at no charge through all employee medical benefit providers

Community Drug and Alcohol Treatment

1. Volunteers of America / 101 16th Street / (619) 232-9343 / detox for unfunded patients
2. Crash / outpatient group treatment / (619) 263-6663 / inpatient treatment / (619) 233-8054.
3. Escondido Community Sobering / 401 North Spruce Street/ detox and outpatient group / (760) 747-1553
4. McAlister East / detox and outpatient group / sliding fee scale / (619) 442-0277
5. Salvation Army / 1335 Broadway/ inpatient treatment / no detox / walk-ins M-F 7:30am-4pm / (619) 239-4037
6. Scripps McDonald Center / 9896 Genesee Avenue/ detox, inpatient, outpatient, group and individual / (858) 626-4300

V. Consequences for Violations

Students:

- Administrative Procedure 3100.2 – Student Disciplinary Procedures

Possible Disciplinary Sanctions:

- Reprimand - A written notice by the Disciplinary Officer of violation of the Student Code of Conduct. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the Student Code of Conduct;

- Community service or other educational sanctions;
- Disciplinary Probation - Formal written notice by the Disciplinary Officer of violation of the *Student Code of Conduct* which may include exclusion from participation in specified privileges for a period of time not exceeding one (1) calendar year, including conditions that must be met while on probation. Further violation of the *Student Code of Conduct* will result in more severe sanctions;
- Restitution - Formal action by the Disciplinary Officer to require reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
- Removal from Class - Exclusion of a student by an instructor from a class for the day of an offense and/or the next class meeting. An instructor removing a student from class shall make a written report using the *Faculty Removal of Disruptive Student from Class* form. After-the-fact review by the President/designee shall be effective if the student alleges in writing that an instructor has abused his/her administrative discretion. In accordance with *AP 3110.1, College Class Attendance*, absences pursuant to this definition shall be counted as excused and make-up assignments shall be at the discretion of the instructor;
- Suspension - Action by the President to exclude from all colleges, campuses, sites, programs and activities in the district for a definite period of time. This action shall be posted on the permanent record, but shall not be reflected on the academic transcript. This does not prohibit, where an immediate suspension is required in order to protect lives or property and to insure the maintenance of order, interim suspension pending a hearing, provided that a reasonable opportunity be afforded the suspended person for a hearing within ten (10) days;
- Expulsion - Action by the Board of Trustees to terminate student status in the district indefinitely. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others;

Employees:

- Reasonable Suspicion Drug Testing (Document housed in HR)
- Administrative Procedure 4115.1 – Controlled Substance Abuse in the Workplace, accessible at: <http://www.sdccd.edu/public/district/policies> (Then click on the Human Resources link)
- Subject to Legal Sanctions under State, Federal and Local laws.

VI. Notification of the Drug Abuse & Alcohol Prevention Program (DAAPP)

The district will broadly distribute information about the Drug Abuse & Alcohol Prevention Program to all students and employees as follows:

Students:

- Send initial email blast at CENSUS to all current students w/ email address on file;
- Bulk mailers will be sent at CENSUS to all current students w/invalid, or no email address on file;

- Distribute brochures in Counseling Office at time of appointments;
- Auto-emails will be sent to new and returning students at time of registration;
- Auto-mailers will be sent to new and returning students w/invalid or no email address at time of registration;
- Display notification on registration website with an acknowledgement check box that information has been read;
- Distribute brochures in Counseling Office at time of appointment, or at Orientation Sessions.
- Continuous notification to students who apply/register AFTER the CENSUS notifications are released
 - Auto-email at time of mid-term registration
 - Auto-mailer at time of mid-term registration to students w/invalid, or no email address

Employees:

- New employees are required to view and acknowledge receipt of notification through Equifax
- All current employees will be notified by email blast
- Utilization of the District’s new Communication device, Newscenter
- Once implemented, PeopleAdmin will be used for current employees

VII. Biennial Review Committee

The Biennial Review of the Drug and Alcohol Abuse Prevention Program and Policies determines program effectiveness and consistency of policy enforcement, as well as identifies and implements changes when appropriate. Additionally, the Biennial Review ensures that the campuses enforce the disciplinary sanctions for violating standards of conduct consistently.

The Biennial Review Committee is comprised of campus-wide representation, which includes: Vice Chancellor of Student Services, Vice Chancellor of Human Resources, Dean of Student Affairs from each institution, Director of Employee Relations, Vice-Presidents of Student Services from each institution, Risk Manager, Director of Mental Health or Health Services, Faculty Representation, College Police designee and a Student Representative selected by the United Student Council (USC). This Committee meets bi-monthly and is responsible to work on the planning stages of the [next] review on an on-going basis. Additionally, the Committee reviews and updates the Drug-Free Campus Policies with the campus community as needed. This Task Force is appointed at the Cabinet Level and has Cabinet Representation to oversee the Committee review.

Responsibilities of the Committee include, but are not limited to, coordination of information required in the DAAPP, updates to the DAAPP, coordination of the annual notification to employees and students and the Biennial Review Report.

Contents of the Biennial Review shall include the following:

- Description of SDCCD college community;
- Statement of Alcohol and Other Drug (AOD) program goals;
- Description of AOD program elements;
 - College Policies & Procedures
 - Notification method
 - Prevention classes
 - Resources for students
 - Resources for employees (EAP)
 - Outcome statistics
- Summaries of AOD program strengths and weaknesses;
- Procedures for distributing annual notification to students and employees;
- Copies of the policies distributed to students and employees.

VIII. Means of Measuring Outcomes

The SDCCD shall develop data collection and tracking measures to report program effectiveness. The following activities will be measured and evaluated:

- Collect data and monitor violations and disciplinary sanctions imposed;
- Collect data and monitor referrals for counseling or treatment services;
- Collect data and monitor services provided on campus.
 - Means of data collection for reporting purposes:
 - Conduct periodic employee and student surveys;
 - Track employee services via referrals from Human Resources;
 - Track employee violations via Human Resources and SDCCD College Police;
 - Track disciplinary sanctions imposed by Human Resources;
 - Track on-campus services utilized via Counseling and/or Health Services Offices;
 - Track student violations via College Police Office and Student Disciplinary Officers;
 - Track student disciplinary sanctions imposed via Student Disciplinary Officers.

IX. Oversight Responsibility

Oversight of Biennial Review Report is the responsibility of the Chancellor's Cabinet. Oversight responsibilities include, but are not limited to; final review and approval of information required in the DAAPP, updates to the DAAPP, changes and updates to the annual notification to employees and students, and final approval of the Biennial Review Report.