



## DRUG FREE WORKPLACE POLICY

**Board Bylaw:**  
**Policy Number: 4.7500**  
**Subject Area: Personnel**  
**Adopted: 03/16/1995**  
**Revised: 03/16/1995**

### Drug and Alcohol Abuse Prevention and Education Program for Students and Employees

Kaskaskia College is required to comply with various federal statutes and state statutes regarding a Drug Free Workplace and Environment. Such statutes include 30 ILCS 580 et. seq.

Because of those statutes, the Board adopts the following policies:

- It is a condition of employment and a condition of participation as a student, that you understand this policy and adhere to this policy. Failure to understand and to adhere to the policy may result in disciplinary actions against you.
- It is the policy of Kaskaskia College to prohibit the unlawful manufacture, distribution, disposition, possession or use of a controlled substance, including cannabis, in or on the premises owned or controlled by Kaskaskia College, or at any time while engaged in any college sponsored activities. It is further the policy of Kaskaskia College to prohibit the use or possession of alcohol while on Kaskaskia College property (whether owned or controlled) or at any time while engaged in any college sponsored activities. The foregoing prohibitions against controlled substances or the use of alcohol are hereinafter referred to as "Prohibited Uses".
- It is further a condition of employment with Kaskaskia College that every employee notify Kaskaskia College Administrative Personnel of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Kaskaskia College District hereby certifies that it will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the workplace.
- Violation of this policy by either a student or employee may lead to the termination of employment or the termination of student participation. Further, the Kaskaskia College District hereby certifies that within 30 calendar days of receiving notice of an employee's drug conviction, the College will take one of the following actions:
  - appropriate personnel action against such an employee, up to and including termination or
  - requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, state or local health, law enforcement or other appropriate agency.

### Voluntary Rehabilitation

The College recognizes that it is part of the American landscape that people have problems relating to the abuse of drugs or alcohol. The College encourages students and employees to voluntarily seek help in the event the student or employee is concerned with the use of drugs or alcohol. The seeking of rehabilitation does not, in all cases, automatically excuse ongoing disciplinary actions or violations of rules that have previously occurred, but may be used as a mitigating circumstance to any disciplinary proceedings.

- Counseling and Treatment Programs
- Campus Program
- A prevention or referral program is conducted by the Counseling Center and coordinated by a Counselor Specialist. Awareness activities are held and educational materials are provided to students and employees.
- Kaskaskia College health, first aid, psychology, and other classes include instruction on the prevention and assistance for drug and alcohol abuse.
- Treatment
- Students and employees who need assistance for drug abuse will be referred to the Community Resource Centers or Hospital Programs for treatment. Contact may be made with Counselor Specialists, or the Deans who will make expedient referrals.
- Distribution of Program Information
- Program information will be distributed to students during the fall semester in on-campus and off-campus classes. Program information will also be available in the Counseling Center and in material racks.
- Program information will be distributed to employees during the fall semester with payroll. Program information will also be available in the Counseling Office and in material racks, as well as from the Deans.
- For More Information
- Students should contact the Counseling Center or the Dean of Student Development.
- Faculty members should contact the Dean of Instruction.
- All other employees or staff members should contact the Dean of Administrative Services.

### Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

- There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol, and the College has reference materials available to any person who is concerned about his/her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the Counseling Center. Health risks associated with commonly used illicit drugs and alcohol are listed hereafter.
- Marijuana, which is also known as pot and comes from the cannabis plant, may have the following effects: it is harmful to unborn

children during pregnancy, can lead to high blood pressure, can lead to lung disease, can inhibit short-term memory, can slow reaction time, can impair visual tracking, can speed up heartbeat, can break down immune system or depress immune system, and most important, frequent use is linked to cognitive impairment (an inability to think abstractly and understand concepts).

- Hallucinogens are drugs that produce changes in perception, mood, and thought, including LSD, mescaline, psilocybin, DMT, and STP. PCP, a dissociative anesthetic, has similar effects. The effects of LSD are unpredictable and may range from euphoria and heightened sensory awareness to hallucinations, panic reactions, and flashbacks. PCP is a very dangerous drug that also has terribly unpredictable effects involving development of psychotic states or severe depression. Medical treatment is necessary in cases of severe hallucinogen reactions.
- Depressants, barbiturates and tranquilizers have depressing effects on the central nervous system and can lead to physical and psychological dependence. These drugs are very popular and are overused by Americans.
- Cocaine is an "upper" derived from the leaves of the South American coca plant. It is an up-scale drug used by people in many professions, despite its illegal status. Regular use can lead to depression, weight loss, paranoia, and hallucinations. These effects and the more positive ones associated with cocaine are similar to those caused by amphetamines. Cocaine is a powerful drug that over stimulates the central nervous system and produces an artificial euphoria. Even the occasional user takes dangerous chances, but chronic use can create a harmful dependency that affects behavior and multiplies health risks. To make matters worse, cocaine tricks people into feeling better than they are, making it possible for them to put on a "superhuman" exterior, while inside they may be suffering.
- Opiates are opium, its derivatives (morphine, heroin, and codeine), and the synthetically produced drug methadone have sedative and analgesic effects. Heroin is the opiate that is of most concern to law-enforcement officials. Initially an extremely pleasant drug, heroin use quickly leads to dependence and increasing larger quantities must be taken simply to ward off withdrawal symptoms. The exposure orientation holds that addiction results simply from exposure to the drug over time.
- Amphetamines are sometimes known as speed or uppers and are prescribed by doctors to suppress appetite and relieve mild depression from time to time. For people who have neurological and behavior disorders, they can be helpful. But amphetamine abuse in a normal person can lead to full-blown psychosis as well as to milder effects such as insomnia, restlessness, irritability, difficulty in concentrating, and agitation and confusion.
- Alcohol abuse has several typical patterns: regular, daily use of large quantities; regular, heavy drinking confined to such periods as weekends; and unpredictable binge drinking. Alcohol abuse is often called problem drinking, whereas alcohol dependence is referred to as alcoholism. The connection between alcohol and fatal road accidents makes this drug one of, if not, the most dangerous drugs.

Approval History: Replacement for Drug Free Workplace 2.75 Approved 06/16/1995