



## **CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE POLICY (Cleary Act)**

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment.

This report is updated and distributed annually by October 1<sup>st</sup>, to all current and prospective students and employees. Orientation that is conducted with each class start date or upon hiring of a new employee also covers this information. At that time, students and employees review the report and receive a description of the campus security procedures (included in handbook) and further information regarding the prevention of crimes.

The following criminal offenses occurred on campus and on the public property surrounding the campus during the calendar years 2021-2023.

(Campus is defined as “any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.” There are no buildings or properties owned or controlled by the school’s student organizations which are recognized by this institution.)

CRIME TYPE	OCCURRENCE 2021	ARRESTS 2021	OCCURRENCE 2022	ARRESTS 2022	OCCURENCE 2023	ARRESTS 2023
Murder/non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses-rape, fondling	0	0	0	0	0	0
Sex Offenses-incest, statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0

<b>VAWA CRIMES:</b> (on campus, non campus and public property)	Occurrence 2021	Arrests 2021	Occurrence 2022	Arrests 2022	Occurrence 2023	Arrests 2023
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0

**Campus Security and Law Enforcement Relationships**

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individual has the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration. All individuals are encouraged to promptly report all crimes to appropriate police agencies if school administrators are not available. The campus administration will report all known criminal offenses to the local law enforcement authorities. Any off campus events are supervised by campus employees, therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement officials and guest speakers are invited to speak to the staff and students about crime prevention methods.

The Garden City Police Department is responsible for the immediate response to any reported crime on campus or for any 9-1-1 emergency call from our campus. In addition to our own records, statistics for our Cleary Act reporting are obtained from this agency for both on campus and the public areas immediately surrounding Oliver Finley Academy.

**Emergency Response and Evacuation Procedures**

In the event of a campus emergency, we have two ways of informing staff and students of any situations that may result in evacuation or other emergency procedures. First, because we are a small campus, we can send an Admin staff member quickly around to notify. We keep an air horn here in school directors’ office for use in alerting (drawing attention to) any emergency announcements.

We also have a mobile messaging service built into our Guest Vision web product where we can send campus wide messages to students. All students here receive an iPad in their kit and use the mobile Guest Vision product daily for schedule checks and messages from Administration.

We would utilize the first method each time (if needed) in case there were any issues with power or data feed for web based messages.

We do not use the air horn for any other reason so students and staff would know something out of the normal daily routines was happening. We also have evacuation maps in all key areas of the building that staff and students can refer to in case of emergency evacuation.

Confirmation of emergency state: beyond using our own judgment of a potential emergency that is only affecting our immediate campus (at which point we would initiate emergency procedures), we would as well be checking with local emergency crews (fire, police, etc) for information on a situation affecting both our campus and a larger surrounding area.

All campus staff and all students/clients would be alerted

The content of the notification would be fairly generic. Letting people know that we had an emergency situation happening, that it was not a drill, to head for our designated "safe" area" and then finally, any small details about the nature of the emergency that would assist in keeping people safe and protected.

The notification system would be initiated by the School Director, Director of Education or Director of Compliance (depending on who was on campus at the time of emergency notification needed).

As an Institution we will notify all campus occupants of any potentially dangerous situation involving the campus and/or surrounding areas. We will initiate evacuation procedures unless we deem that doing so may cause additional harm to anyone on campus. We would do this without delay to take full advantage of time being an asset in keeping people as safe as possible. We will use our professional judgment to make those determinations and do so with the goal of minimizing any potential threat or danger to staff, students and clients on campus.

James Lancaster: School Director

Kurt Foote: co-owner/Director of Education/Title IX Coordinator

Lori Jensen: Director of FA/Compliance, Title IX Coordinator

We use the air horn once annually to run a test drill for building evacuation. We let staff and students know that it is a drill beforehand to keep everyone as safe as possible during the drill procedures. We have each Instructor guide their students (using the evacuation charts) to the nearest exit and then to the "safe gathering area" which is located at the large grass area on our plaza side of the Strawberry Glen Rd Plaza entrance. In our tests, everyone on campus fit comfortably in that area and we felt it also eliminates having anyone in a traffic area if emergency vehicles were present.

This information is available in the Campus security area of our website.

**VAWA:**

In accordance with the 2013 Violence Against Women Act Amendments to the Cleary campus reporting, statistics for offences of domestic violence, dating violence and stalking are now included in the Campus Crime Statistics in accordance with definitions used in section 4002(a) of the Violence Against Women Act of 1994.

**Definitions:**

**Sexual Harassment:** Is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors and other verbal, non verbal or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

**Domestic Violence:** Domestic violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Sexual Assault:** Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent due to either their age or lack of capacity.

**Dating Violence:** Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- o The length of the relationship
- o The type of relationship
- o The frequency of interaction between the persons involved in the relationship

**Stalking:** Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**Consent:** is informed, voluntary and revocable. Consent is an affirmative, unambiguous and conscious decision by each participant to engage in mutually agreed upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

**Sexual Harassment:** Sexual harassment is defined as conduct based on sex, towards any person, any gender. It may include explicit sexual propositions, sexual innuendos, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about preferences or history and physical contact such as patting, pinching or intentionally brushing against another person's body.

## **Sex Crime Policy**

Oliver Finley Academy will not tolerate sexual misconduct including domestic violence, dating violence, harassment, stalking or assault. Sexual assault is ANY sexual contact forced upon a person against their will or where the victim is incapable of giving their consent. Contact includes touching, even over clothing. Force is defined as intimidation, coercion, physical action and/or use of a weapon. Sexual assault can also include the use of a position or power of influence over another person. All reports of sexual assault including date and acquaintance rape are taken seriously by the staff and administrators.

## **Investigation of Complaints**

In response to all complaints, Oliver Finley Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other

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evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Oliver Finley Academy shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, Oliver Finley Academy will weigh the student's request for confidentiality against the impact on campus safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning Oliver Finley Academy will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, Oliver Finley Academy will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

In the event a sexually related offense should occur on campus, the accuser has the option to and should take the following steps:

- 1) Report the offense to the Campus Security Officer, James Lancaster – ([james@oliverfinley.com](mailto:james@oliverfinley.com)) or Title IX Coordinator Kurt Foote - ([kcf@oliverfinley.com](mailto:kcf@oliverfinley.com)) or Lori Jensen Director of FinAid/Compliance, Title IX Coordinator – ([lori@oliverfinley.com](mailto:lori@oliverfinley.com)).
- 2) Preserve any evidence as may be necessary to prove criminal sexual assault.
- 3) Request assistance, if desired, from school administration in reporting the crime
- 4) Report the crime to local law enforcement agencies.
- 5) Request a change in the academic situation if desired.
- 6) Contact an appropriate agency in the community for counseling or other services that may be needed.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency investigation or the on campus investigation conducted by trained staff, the facts pertaining to the crime, and other related mitigating circumstances, provided that:

- a) the accuser and the accused may have others present during the campus disciplinary proceedings;
- b) both the accuser and the accused shall be informed of the outcome of such disciplinary proceedings.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or non-forcible sex offense vary depending upon the final determination and could include:

• Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student or employee is found to be violating any institutional regulation(s) during the probationary period.

• Suspension - Separation of the student or employee from the school for a defined period of time, after which the student or employee is eligible to return. Conditions for readmission may be specified.

• Expulsion - Permanent separation of the student or employee from the school.

Oliver Finley will work expeditiously towards the final determination and will strive to retain all confidentiality for the sake of the victim as well as the accused to the extent possible. Should Oliver Finley determine that the case will impact the safety of the campus, then all confidentiality may not be maintained. Oliver Finley will make

every effort to maintain confidentiality while still providing enough information for all students and staff on campus to make safety decisions in light of any possible danger.

Following an alleged offense, victims will be provided with written information on their rights (Victim's Rights form) and options for, and available assistance in, changing academic and working situations.

The school will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Accommodation requests will be handled via the Title IX Coordinator.

### **Retaliation Prohibited**

Oliver Finley Academy of Cosmetology will not retaliate against you for filing a complaint and will not tolerate retaliation by other students or our employees. If you believe you have been retaliated against, you should promptly notify your instructor, a member of the administrative staff or a Title IX Coordinator.

### **Help for Victims:**

Counseling for Victims: WCA Crisis Center : 343-7025  
Domestic Violence Legal Advice: Treasure Valley: 345-0106  
Idaho Legal Aid: 1-877-500-2980  
National Hotline: 1-800-799-7233

### **Bystander Intervention**

Oliver Finley Academy of Cosmetology encourages all community members to educate themselves about interpersonal violence and share this info with friends. Confront friends who make excuses for other peoples abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander is someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs.

To combat sexual assault on campus, the most powerful tool is your conveying your concern. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

Often people don't intervene because they may assume the situation isn't a problem, or feel it is none of their business. They may assume that someone else will do something or believe that other people weren't bothered by the problem. In some cases, a person might feel their personal safety is at risk.

When people do intervene in a situation, they often say that it was the right thing to do, and that they would want someone to intervene if the roles were reversed.

### **Bystander Intervention Keys**

- Notice the Incident. Bystanders first must notice the incident taking place. Obviously, if they don't take note of the situation there is no reason to help.
- Interpret Incident as Emergency. Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help
- Assume Responsibility. Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.
- Attempt to Help. Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

## **Registered Sex Offenders**

The United States Department of Justice maintains a national database of registered sex offenders which allows the public to search for information regarding registered sex offenders within a state. This database can be accessed online by visiting <http://www.nsopw.gov>. Or for additional information you can access [www.RegisteredOffendersList.org](http://www.RegisteredOffendersList.org).

## **Security of and Access to Campus Facilities:**

During Business hours, Oliver Finley is open to students, employees, guests and approved vendors and contractors. During non-business hours, campuses are secured with door locks, alarm systems and security cameras and are accessible only by designated key holders. Oliver Finley may also have regular inspections and preventative maintenance work performed by approved vendors to ensure that such security measures remain in proper working order.

## **Timely Warnings**

Upon notification and identification of a Cleary Act reportable crime, that occurs on campus or surrounding the campus's general geographic area and represents a serious or continuing threat to the health and safety of students and employees, the School Director will issue a Timely Warning Notification to the campus students and staff as soon as pertinent information is available.

## **Timely Warnings Policy (for staff & students of Oliver Finley Academy)**

Timely warnings are triggered when an Oliver Finley Academy determines that a crime for which it must report statistics — such as a homicide, sex offense or robbery — presents a serious or continuing threat to students and employees. The crime must have been reported to a campus security authority — such as a Director, or another staff member with significant responsibility for student and campus activities — or local police. It must also have occurred on campus, on immediately accessible public property.

Emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. This could overlap and include a Cleary crime such as a shooting, but it also covers crimes not reportable under Cleary as well as non-criminal incidents, such as an outbreak of communicable disease, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities. Because the nature of criminal threats often is not limited to a single location, timely warnings must be issued in a manner likely to reach the entire campus community. So a series of burglaries occurring in one building/area, for example, must be shared with the entire campus in case the burglar decides to strike another location on campus next time.

Emergencies, however, may be far more localized; therefore notifications may also be tailored exclusively to the segment of the campus at risk. A toxic spill in one area may only threaten those on the floor of that particular building where the spill is located, so the notification may be shared with only that segment of the campus population. If the risk expands, such as if the spill escapes into other parts of the building or outside the building, then the notification should also expand to include the new areas being threatened.

Some of the channels used for issuing both warnings and notifications will likely be shared — such as messaging via mobile Guest Vision, E-mail and verbally on campus — while other channels are more likely to be used by one or the other. Flyers, when used in conjunction with other channels, are still considered effective for timely warnings but would likely be insufficient for an emergency notification. A fire alarm would make an effective notification in case of a fire or environmental threat requiring evacuation but might not be as effective for

conventional criminal activity.

Each requirement has an exception that excuses our institution from issuing timely warnings or emergency notifications. Crimes that would otherwise be reportable but are reported to a licensed mental health counselor or pastoral counselor — in the context of a privileged (confidential) communication — aren't subject to the timely warning requirement. Emergencies where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency or mitigate the emergency aren't subject to the emergency notification requirement.

These are the only exceptions. In both cases if the circumstances change — the crime is reported to a campus official outside the context of a privileged communication or the response to the emergency would no longer be compromised by a notification — then the exemptions no longer apply.

There are some circumstances — such as an active shooter situation with victims on campus — that would fall under both the emergency notification and timely warning requirements. In these cases if Oliver Finley Academy follows established emergency notification procedures and issues a notification, we will not also issue a timely warning for the same circumstances. Oliver Finley Academy will however, provide adequate follow-up information to the campus community.

Any questions on how Oliver Finley's "Timely warnings" policy functions should be directed to the School Director.

### **Notification of Evacuation Routes & Procedures**

Emergency evacuation escape route plans are posted in designated areas throughout the school. Students are shown the location of evacuation route plans and fire extinguishers during orientation on the first day of classes. All employees receive instruction on this Emergency Action Plan as part of new employee orientation upon hire.

Once an evacuation has occurred, Emergency Responders will account for each student, employee or visitor assigned to them at the designated assembly area. Each student, employee and visitor is responsible for reporting to the appropriate Emergency Responder so that an accurate head count can be made.

Accounting for all students, employees and visitors following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations.

The objective of the school's Emergency Action Plan is to ensure that all students and staff evacuate the building properly and safely in the event of a fire or any other type of emergency (chemical spill, power failure, explosion, natural disaster, life-threatening medical emergency, etc.). Our objective is to provide a safe and comfortable environment for faculty, staff, students and guests.

In the event of an emergency, school officials are responsible for providing a process for evacuating people from danger, protecting assets and property, and restoring operations to normal as quickly as possible.

If the Garden City fire department or emergency medical services are called to the campus, they will take over the responsibility for evacuation and public safety.

Evacuation drills are conducted annually at a minimum. The purpose of the drills is to ensure that all occupants become familiar with the plan, learn how to safely evacuate their areas, and become accustomed with emergency exits and their orderly use.



These drills require that everyone respond to the given instructions and leave their areas immediately.

**Crime Logs and Missing Persons** procedures are not applicable to Oliver Finley Academy as we have no on-campus housing.

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

It is the policy of Oliver Finley Academy 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 Oliver Finley Academy.

### **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. Oliver Finley Academy will fully abide by and enforce the underage drinking laws of the State of Idaho.

### **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 for violation of the student Standards of Conduct and referral of their violation to the civil authorities for prosecution. For more information on the Standards of Conduct, students should consult other sections of the Student Handbook.

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 school director or owner.

### **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.

For additional information regarding State of Idaho punishments after conviction, see Title 18.

### **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, 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 Student Services/Financial Aid/Compliance office. They will provide copies of a "Self Help" manual that will list resources available in our communities.

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 and Alcohol** is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol.

A copy of the Drug and Alcohol-Free School & Workplace Program Policy is provided to all individuals during enrollment or employment orientation.

Off-campus services regarding Drug and Alcohol abuse information and treatment, counseling, and mental health include:

- The National Institute on Drug Abuse Hotline: 1-800-662-HELP
- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
- Department of Education Regional Centers Drug-Free Schools and Communities (Southwest Region): 1-405-325-1454

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: 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.  Second Offense: 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	First Offense: Not less than 10 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 \$4 million if an individual, \$10 million if not an individual.  Second Offense: 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.  2 or More Prior offenses: Life imprisonment
Cocaine Base (Schedule III)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more	
Fentanyl Analogue (Schedule II)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more	
Methamphetamine	5 - 49 gms pure or 50		50 gms or more pure or 500 gms or more	
PCP (Schedule II)	10 • 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		