



Drug and Alcohol Abuse Prevention Program (DAAPP)



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

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Waukesha County Technical College

Introduction

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an Institution of Higher Education (IHE), such as Waukesha County Technical College, to certify that it has implemented programs to prevent the abuse of alcohol and/or distribution of illicit drugs to both students and employees either on its premises and/or as a part of any of its activities. All institutions of Higher Education must annually distribute the information in statements I – V in writing to all students and employees. Information in statements VI – VIII are additional supplemental information.

- I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students;
- V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law;
- VI. Have information on education and prevention programs;
- VII. Include a clear statement that the school will annually distribute its DAAPP to all students and employees and a description of the methods or processes utilized to disseminate the DAAPP;
- VIII. Include a statement that the school will conduct a biennial review of its DAAPP to determine its effectiveness and implement changes to the program if they are needed, and to make sure any disciplinary sanctions are consistently enforced. In addition, the biennial review must also include a determination as to the number of drug and alcohol related violations and fatalities occurring on the campus or as a part of their activities that are reported to campus officials, and the number and types of sanctions imposed on students or employees as a result of such violations or fatalities.
- IX. A statement that a student or employee who violates the DAAPP is subject both to the institution's sanctions and to criminal sanctions provided by federal, state, and local law.

I. Standards of Conduct

A. Standards of Conduct –Employees

Waukesha County Technical College is committed to maintaining a drug-free learning and work environment. The College's President's Executive Committee, the District Board and employees recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and work and grow as an individual, and that it increases the risk of accidents and serious health problems.

While on College premises, conducting College business, or participating in College-sponsored events or activities, no employee, student, partner, or guest shall possess, consume, store, use, sell, distribute, dispense, solicit, purchase, or manufacture drugs, drug paraphernalia, or alcohol. This prohibition applies to all College sites and facilities, including leased property and clinical sites as outlined in the Employee Handbook – 6.04 Prohibited Conduct section. All students and employees are prohibited from being under the influence of alcohol or drugs while on College premises, conducting College business, or participating in College-sponsored events or activities.

Waukesha County Technical College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on any WCTC property or as part of any College related activities. For further detail of WCTC's Alcohol and Drug Policy for Employees and Students (HUM-304 and STU-304), refer to Appendix 1.

An employee must notify the Vice President, Human Resources Services, or designee no later than five (5) days after the employee has received any criminal drug statute conviction based on a violation which occurred in the workplace. The College will report such convictions to the appropriate Federal agency within ten days. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

Use of Alcohol and Drugs

The College respects the personal lives of members of the campus community, on or off-campus, and their privacy. However, WCTC is responsible for reporting on and investigating violations of laws and College alcohol and drug policies. This includes assessing the potential harm to anyone or disruption to College operations created by any alleged abuse of alcohol or drugs.

The legal use of drugs prescribed by a medical professional for the employee is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job in a safe manner. The College may conduct drug or alcohol testing for students and employees at any given time with individualized suspicion, unless otherwise prohibited by federal or state law.

The advertising and use of alcoholic beverages is prohibited on College property and in College publications. Specific exemptions are outlined in policies STU-304 and HUM-304.

B. Standards of Conduct – Students and Employees

"Students and employees are responsible for modeling behavior that represents the core values of WCTC, and are expected to conduct themselves as responsible members of the WCTC community. (See the College's student code of conduct and the "Prohibited Conduct" policy 6.04 in the employee handbook." Any student or student organization found to have committed or have attempted to commit any of the following misconduct is subject to the student conduct process. As found in the WCTC student Code of Conduct, under section 4, Rules and Regulations-Responsibility.

- 1. Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the WCTC's Drug/Alcohol Policy;
- 2. Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the WCTC's Drug/Alcohol Policy;
- 3. Violations of Law.** Any conduct or action that violates any local, state or federal laws, when substantiated through Waukesha County Technical College's conduct investigative process.

As a condition of receiving financial aid funds, the federal government requires that colleges must disclose information to students and have an adopted alcohol and drug program in place. This serves as WCTC's information for compliance of these regulations, as well as the information published in the WCTC College Safety and Security Resource Guide, found on the WCTC website. It is the policy of this institution that the unlawful manufacture, distribution or possession of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as a part of any WCTC activity is strictly prohibited. Exceptions to this alcohol policy are for an individual situation, which must have written approval from the College President.

Anyone who violates the policy is subject both to the institution's sanctions and to criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession through Wis. Stat. 161 and mandate penalties up to 15 years of prison and fines. WCTC policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may

require professional assistance and/or treatment.

Legal Sanctions

Additionally, there may be legal sanctions for violations of the standards of conduct. Any student or employee convicted of the unlawful possession, use or distribution of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of \$5.00 to \$250,000 or more and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

Students who have been convicted of drug-related offenses while receiving federal student aid (grants, loans, or work-study) may have their eligibility for federal student aid suspended. Student convicted of possession of illegal drugs while receiving financial aid are ineligible for federal student aid for 1 year from the date of conviction for a first offense, 2 years from the date of conviction for a second offense, or indefinite period of time for a third or higher offense.

Students convicted of sale of illegal drugs or conspiring to sell drugs while receiving financial aid are ineligible for federal student aid for 2 years from the date of conviction for a first offense or indefinite period of time for a second or higher offense.

A. Federal Sanctions

Federal Trafficking Penalties

Drugs	Quantity	Penalties	Quantity	Penalties
Cocaine (scheduled 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	5 kgs or more mixture	First Offense: 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. 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 (Scheduled 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	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	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	

Penalties

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious 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 injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1gm or more	

Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999mgs	
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties – Marijuana

Drug	Quantity	1 st Offense	2 nd Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual

Marijuana	a more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none">• Not more than 20 years• If death or serious injury, not less than 20 years, not more than life• Fine \$1 million if an individual, \$5 million if other than an individual	<ul style="list-style-type: none">• Not more than 30 years• If death or serious injury, mandatory life• Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years <ul style="list-style-type: none">• Fine not more than \$250,000, \$1 million other than individual	<ul style="list-style-type: none">• Not more than 10 years• Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish oil	1kg or less		

B. State Sanctions

Alcohol

It is a violation of Wisconsin law for any person to procure for, sell, dispense or give away any alcohol beverages to any underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age. Furthermore, no adult may knowingly permit or fail to take action to prevent the illegal consumption of alcohol beverages by an underage person on property, including any premises, owned and occupied by the adult or occupied by the adult and under the adult's control.

Penalties for these violations include:

- Forfeit not more than \$500 if the person has not committed a previous violation within 30 months of the violation.
- Fined not more than \$500 or imprisoned for not more than 30 days or both if the person has committed a previous violation within 30 months of the violation.
- Fined not more than \$1,000 or imprisoned for not more than 90 days or both if the person has committed 2 previous violations within 30 months of the violation.
- Fined not more than \$10,000 or imprisoned for not more than 9 months or both if the person has committed 3 or more previous violations within 30 months of the violation.⁵

Suspensions of license or permits issued under WI Chapter 125 for these violations include:

- Not more than 3 days, if the court finds that the person committed a violation within 12 months after committing one previous violation;
- Not less than 3 days nor more than 10 days, if the court finds that the person committed a violation within 12 months after committing 2 other violations; or
- Not less than 15 days nor more than 30 days, if the court finds that the person committed the violation within 12 months after committing 3 other violations.⁶

It is also a violation of law for an underage person to: procure or attempt to procure alcohol beverages from a licensee or permittee; to enter, knowingly attempt to enter, or be on any premises of a licensee/permittee; to falsely represent his or her age for the purpose of receiving alcohol beverages from a licensee or permittee; or to otherwise knowingly possess or consume alcohol beverages.

Penalties for these violations include:

- First violation - fine of \$250-\$500, suspension of the person's driver's license/permit, and/or mandated participation in a supervised work program or other community service.
- Second or more violations - fines of up to \$1,000 in addition to suspension of the person's driver's license/permit and/or mandated participation in a supervised work program or other community service.⁷

Illicit Drugs

State law penalties pertaining to the unlawful possession or distribution of controlled substances originate from the Wisconsin Uniform Controlled Substances Act.⁸ This act stipulates that it is unlawful for any person to manufacture, distribute or deliver a controlled substance or controlled substance analog. It is also unlawful for any person to possess, with intent to manufacture, distribute or deliver, a controlled substance or a controlled substance analog. Penalties vary based on the schedule, type, and amount of the controlled substance at issue; whether the person possessed, manufactured, distributed, or delivered a controlled substance unlawfully (or intended to do so); and the number of previous offenses committed by a person. Specific penalties are contained in the "Offenses and Penalties" subchapter of the Wisconsin Uniform Controlled Substances Act.⁹

Generally, penalties for these offenses range from Class C felonies to Class I felonies, which carry the following

penalties:

- For a Class C felony, a fine not to exceed \$100,000 or imprisonment not to exceed 40 years, or both.
- For a Class D felony, a fine not to exceed \$100,000 or imprisonment not to exceed 25 years, or both.
- For a Class E felony, a fine not to exceed \$50,000 or imprisonment not to exceed 15 years, or both.
- For a Class F felony, a fine not to exceed \$25,000 or imprisonment not to exceed 12 years and 6 months, or both.
- For a Class G felony, a fine not to exceed \$25,000 or imprisonment not to exceed 10 years, or both.
- For a Class H felony, a fine not to exceed \$10,000 or imprisonment not to exceed 6 years, or both.
- For a Class I felony, a fine not to exceed \$10,000 or imprisonment not to exceed 3 years and 6 months, or both.

C. Local Sanctions

Alcohol

Pewaukee, Wisconsin

In addition to the adoption and enforcement of the Wis. Stat. 125.07, the City of Pewaukee follows the Municipal Ordinance #6.100 for Underage Drinking or Possession of Alcohol
Forfeiture:

\$313.00 (1st offense)

\$439.00 (2nd offense)

Waukesha, Wisconsin

In addition to the adoption and enforcement of the Wis. Stat. 125.07, the City of Waukesha follows the Municipal Ordinance #9.01 for Underage Drinking or Possession of Alcohol

<17 must appear

>17 \$187 (1st offense)

\$313 (2nd offense)

\$502 (3rd offense)

\$1,066 (4th offense)

Waukesha, Wisconsin

In addition to the adoption and enforcement of the Wis. Stat. 125.07, the City of Waukesha follows the Municipal Ordinance 11.39/125.07(4)(b) for Underage Drinking

<17 must appear

>17 \$187 (1st offense)

>17 2nd \$313 (2nd offense)

>17 3rd \$429 (3rd offense)

>17 4th + \$681 (4th offense)

Illicit Drugs

Pewaukee, Wisconsin

The City of Pewaukee follows the Municipal Ordinance #54.100(62) for Possession of Drugs
Forfeiture:

\$439.00 (1st offense)

\$628.00 (2nd offense)

Waukesha, Wisconsin

The City of Waukesha follows the Municipal Ordinance #11.01(5) for Possession of Controlled Substance:

\$313 (1st offense)

\$339 (2nd offense)

\$565 (3rd offense)

\$691 (4th offense)

II. Health Risks

A. *Health Risks of Drugs*

The information in this section is taken from the U.S. Department of Justice's 2017 publication "Drugs of Abuse." Students and employees are strongly encouraged to review this publication for more detailed information regarding the health risks associated with alcohol and illicit drug use and abuse. The full publication is available online at: https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf

The Controlled Substance Act (CSA) regulates five classes of drugs: narcotics, depressants, stimulants, hallucinogens, and anabolic steroids. Each class has distinguishing properties, and drugs within each class often produce similar effects. However, all controlled substances, regardless of class, share a number of common features. The CSA also places all substances which were in some manner regulated under existing federal law into one of five schedules. The schedule placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. Below are detailed description of the five classes of drugs:

Schedule I

- The drug or other substance has a high potential for abuse.
- The drug or other substance has no currently accepted medical use in treatment in the United States.
- There is a lack of accepted safety for use of the drug or other substance under medical supervision.

Schedule II

- The drug or other substance has a high potential for abuse.
- The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- Abuse of the drug or other substance may lead to severe psychological or physical dependence.

Schedule III

- The drug or other substance has less potential for abuse than the drugs or other substances in Schedules I and II.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

Schedule IV

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.

Schedule V

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV.

The next section is a table displaying controlled substances along with its schedule, medical use, trade or other names, physical and psychological dependency, methods of abuse, effects on the mind and body and overdose effects.

<u>Drugs CSA Schedules</u>	<u>Medical Uses</u>	<u>Trade or Other Names</u>	<u>Physical Dependency</u>	<u>Psychological Dependency</u>	<u>Methods of Abuse</u>	<u>Effects on the Mind</u>	<u>Effects on Body</u>	<u>Overdose effects</u>
<u>NARCOTICS</u>								
Fentanyl II	Pain Relief	Apache, China Girl, Doodfellas, Murder 8, Tango & Cash			Injected, snorted, smoked & oral		Relaxation, euphoria, sedation, confusion, drowsiness, dizziness, nausea, urinary retention, pupillary constriction & respiratory depression	Stupor, pupillary size change, cold and clammy skin, cyanosis, coma & respiratory failure leading to death
Heroin I	None	Big H, Black Tar, Chiva, Hell Dust, Horse, Negra, Smack & Thunder	High	High	Injected, snorted & smoked		Drowsiness, respiratory depression, constricted pupils, nausea, a warm flushing of the skin, dry mouth & heavy extremities	Slow and shallow breathing, blue lips and fingernails, clammy skin, convulsions, coma, and possible death
Hydromorphone II	Pain Relief	D, Dillies, Dust, Footballs, Juice, and Smack	High	High	Ingested or injected	Euphoria, relaxation, sedation & reduced anxiety, possible changes in mood, nervousness, and restlessness	Constipation, pupillary constriction, urinary retention, nausea, vomiting, respiratory depression, dizziness, impaired coordination, loss of appetite, rash, slow or rapid heartbeat and changes in blood pressure	Respiratory depression, drowsiness progressing to stupor or coma, lack of skeletal muscle tone, cold and clammy skin, constricted pupils, and reduction in blood pressure and heart rate
Methadone II	Pain Relief	Chocolate Chip Cookies, Fizzies, Maria, Pastora, Salvia, & Water	High	High - Low	Oral & injected	Psychological dependency with abuse	Sweating, itchy skin, or sleepiness	Slow and shallow breathing, blue lips, stomach spasms, clammy skin, convulsions, weak pulse, coma, and possible death
Morphine II	Pain Relief, Antitussive	Dreamer, First Line, God's Drug, M.S., Mister Blue, Morf, and Unkie	High	High	Oral, ingested & injected	Euphoric and pain relief	Pain relief, decrease in hunger, and inhibition of the cough reflex	Cold and clammy skin, lowered blood pressure, sleepiness, slowed breathing, slow pulse rate, coma, and possible death

Opium V	II, III, IV,	Pain Relief, Antidiarrheal	Aunti, Aunti Emma, Big O, Black Pill, Dove's Powerder, Gee, God's Medicine, Midnight Oil, O, O.P, Ope, Pox, Toxy, Toys, & Ze	High	High	Smoked, injected & ingested	Eupho ric rush, relaxat ion and pain relief	Constipation, dry mouth, mucous membranes in nose	Slow breathing, seizures, dizziness, weakness, loss of consciousness, coma, and possible death
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Oxycodone	II	Pain relief	Hillbilly Heroin, Kicker, OC, Ox, Roxy, Perc, and Oxy			Oral, intravenous , sniffed, injected, & inhale	Euphoric and relaxation	Pain relief, sedation, respiratory depression, constipation, papillary constriction, and cough suppression. Chronic use can lead to liver damage	Extreme drowsiness, muscle weakness, confusion, cold and clammy skin, pinpoint pupils, shallow breathing, slow heart rate, fainting, coma, and possible death
Amphetamines	II	Treat ADHD	Bennies, Black Beauties, Crank, Ice, Speed, and Uppers	Possible	High	Oral, injected & smoked	Chronic abuse produces psychosis that resembles schizophrenia, paranoia, picking at the skin, hallucinations, violent and erratic behavior	Increase blood pressure and pulse rates, insomnia, loss of appetite & physical exhaustion	Agitation, increased body temperature, hallucinations, convulsions & possible death
Cocaine	II	Local anesthetic	Coca, Coke, Crack, Flake, Snow, and Soda Cot	Possible	High	Snorted, injected, & smoked		Increase blood pressure and heart rates, insomnia, loss of appetite & dilated pupils	Cardiac arrhythmias, ischemic heart conditions, sudden cardiac arrest, convulsions, strokes, and death

<u>Drugs CSA Schedules</u>	<u>Medical Uses</u>	<u>Trade or Other Names</u>	<u>Physical Dependency</u>	<u>Psychological Dependency</u>	<u>Methods of Abuse</u>	<u>Effects on the Mind</u>	<u>Effects on Body</u>	<u>Overdose effects</u>
Khat I, IV	None	Abyssinian Tea, African Salad, Catha, Chat, Kat, and Oat			Chew, smoked & ingested	Grandiose delusions, paranoia, nightmares, hallucinations, hyperactivity, & depression	Increase in blood pressure and heart rate, stain teeth, insomnia, and gastric disorders along with physical exhaustion	Delusions, loss of appetite, difficulty with breathing, and increases in both blood pressure and heart rate
Methamphetamine II	Treat ADHD and Obesity	Batu, Chalk, Chicken Feed, Crank, Crystal, Glass, Ice, Meth, Tina, Trash	...		Ingested, snorted, injected, & smoked	Violent behavior, anxiety, confusion, insomnia, paranoia, aggression, hallucinations, blood disturbances and delusions	Increase wakefulness, increased physical activity, decreased appetite, rapid breathing and heart rate, irregular heartbeat, increased blood pressure, and hyperthermia	death from stroke, heart attack, or multiple organ problems
DEPRESENTS								
Barbiturates II, III, IV	Central nervous system depression, sedatives, hypnotics, anesthetics, and anticonvulsants	Barbs, Christmas Trees, Goof Balls, Pinks, Red Devils, Reds & Blues, and Yellow Jackets	High - Moderate	High - Moderate	Ingestion, & injection	Mild euphoria, lack of inhibition, relief of anxiety and sleepiness	Slow down the central nervous system and causes sleepiness	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death
Benzodiazepines IV	Relieve anxiety and muscle spasms, and reduce seizures	Benzos and Downers	Low	Low	Oral, & snorted	Amnesia, hostility, irritability, and vivid or disturbing dreams	Slow down the central nervous system and may cause sleepiness	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death
GHB I, III	Body building, fat loss, baldness, improved eyesight, and combat aging, depression, drug addiction and insomnia	Easy Lay, G, Georgia Home Boy, GHB, Goop Grievous Bodily Harm, Liquid Ecstasy,	...			Euphoria, drowsiness, decreased anxiety, confusion and memory impairment	Unconsciousness, seizures, slowed heart rate, greatly slowed breathing, lower body temperature, vomiting, nausea, coma, and death. Regular use can cause insomnia, anxiety, tremors, increased heart	Overdose can cause death

		Liquid X, and Scoop					rate and blood pressure, and occasional psychotic thoughts	
Rohypnol IV	Outside of the US, used for anti- anxiety, muscle relaxant and treating insomnia	Circles, Forget Pill, La Rocha, \$2, Rynolds, Roach, Roofies, Ropies, Wolfies	...		Ingested, snorted, injected, & smoked	Drowsiness, sleep, decreased anxiety, and amnesia	Slurred speech, loss of motor coordination, weakness, headache, and respiratory depression	Sedation, unconsciousness, slow heart rate, and suppression of respiration that may result in death
HALLUCINOGENS								
Ecstasy/MDMA I		Adam, Beans, E, Ecstasy, Eve, Go, Lover's Speed, MDMA, Peace, STP, X, & XTC	...		Ingestion, snorted, & smoked	Confusion, anxiety, depression, paranoia, sleep problems, and drug craving	Muscle tension, tremors, involuntary teeth clenching, muscle cramps, nausea, faintness, chills, sweating, and blurred vision	Increased body temperature resulting in liver, kidney, and cardiovascular system failure, and death
Ketamine III	Anesthetic	Cat Tranquilizer, Cat Valium, Jet K, Kit Kat, Purple, Special K, Super K, & Vitamin K	Moderate - Low	High	Snorted, smoked, & injected	Hallucination s, distorts perceptions of sight and sound	Initial increase heart rate and blood pressure, involuntarily rapid eye movement, dilated pupils, salivation, tear secretions, and stiffening of the muscles	unconsciousness and dangerously slowed breathing

LSD I	None	Acid, Blotter Acid, Dots, Mellow Yellow, and Window Pane			Ingested	Hallucination, impaired depth and time perception, distorted perception of shape and size of objects, movements, colors, sound, touch and own body image	Dilated pupils, higher body temperature, increased heart rate and blood pressure, sweating, loss of appetite, sleeplessness, dry mouth and tremors	Longer, more intense episodes, psychosis, and possible death
Peyote & Mescaline I	None	Buttons, Cactus, Mesc, and Peyoto			Chewed, ingestion, & smoked	Illusions, hallucinations, altered perception of space and time, and altered body image	Intense nausea, vomiting, dilating of pupils, increased heart rate, increased blood pressure, a rise in body temperature, headaches, muscle weakness, and impaired motor coordination	
Psilocybin I	None	Magic Mushrooms, Mushrooms, and Shrooms	Low	Low	Ingested	Hallucinations, inability to discern fantasy from reality, panic reactions and psychosis in large dose	Nausea, vomiting, muscle weakness, and lack of coordination	Longer, more intense episodes, psychosis, and possible death
MARIJUANA/CANNABIS								
Marijuana Concentrates I, III	None for I, III use for control of nausea and vomiting in aids patients		Unknown	Moderate	Smoked and mixed with food or brewed as tea	Effects memory, distorted perception, difficulty in thinking and problem- solving, and loss of coordination. Enhanced sensory perception, disinhibition, relaxation, dizziness, time distortions,	Sedation, bloodshot eyes, increased heart rate, coughing from lung irritation, increased appetite, and decreased blood pressure	No deaths from overdose of marijuana have been reported
Marijuana Concentrates THC		710, wax, ear wax, honey oil, budder, butane honey oil, & earl			Mixing it with food and drink, & smoked	Long term effects of marijuana concentrate use are not yet fully known		
STERIODS III	treat testosterone deficiency, delayed puberty, low	Arnolds, Juice Pumpers, Roids, Stackers,	Yes	Yes	Ingested , injected or applied	Cause mood or behavior effects	A wide range of adverse effects is associated with the use or abuse of anabolic steroids. These effects depend on the following	Anabolic steroids are not associated with overdoses. The adverse effects is from use over time

	red blood cell count, breast cancer, and tissue wasting from AIDS	and Weight Gainers			to skin		factors: age, sex, the steroid used, amount used, and duration of use.	
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B. Health Risks of Alcohol

The consequences associated with alcohol abuse among college students and/or employees are far reaching. Alcohol affects every organ in the body and can lead to many immediate and long term health risks. Intoxication can impair brain function and motor skills, thus immediate health risk can range from a simple fall to overdose on alcohol.

Research has shown that heavy long-term use can increase risk of certain cancers, stroke, liver disease and an increase in other negative consequences including fatal and nonfatal injuries; alcohol poisoning; blackouts; academic failure; violence, including rape and assault; unintended pregnancy; sexually transmitted diseases, including HIV/AIDS; property damage; and vocational and criminal consequences. It can also lead to alcoholism or alcohol dependence, a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

The short-term and long-term alcohol health risks below are taken directly from the Centers for Disease Control.

Short-Term Health Risks

Excessive alcohol use has immediate effects that increases the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism.¹³

By not drinking too much, you can reduce the risk of these short- and long-term health risks.

For more information on how alcohol affects your body, visit the National Institute on Alcohol Abuse and Alcoholism website.¹⁴

1. Based on research conducted by the National Institute on Alcohol Abuse and Alcoholism, alcohol is psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage to unborn fetus; impotence at high dosage levels. Specific effects include:
2. Brain: The most dramatic and noticed effect alcohol has is on the brain. It produces lack of coordination, confusion, disorientation, stupor, anesthesia, coma, and finally death.
3. Liver: Alcohol inflames and destroys the cells of the liver. This condition prevents bile from being properly filtered through the liver. Jaundice develops, turning the whites of the eyes and the skin yellow.
4. Heart: Alcohol causes inflammation of the heart muscle.

5. **Pancreas:** Alcohol irritates the cells of the pancreas and can lead to acute hemorrhagic pancreatitis. Pancreatitis can destroy the pancreas and create a lack of insulin.
6. **Stomach and Intestines:** Alcohol also irritates the stomach's protective lining and can result in gastric or duodenal ulcers. In the small intestine, alcohol blocks absorption of substances such as thiamine, folic acid, vitamin B1, vitamin B12, and amino acids.

C. Drugs and Alcohol Programs and Resources

Self-Assessment Tool, Online Screening for Alcohol is a free resource that helps individuals assess their own alcohol consumption patterns to determine if their drinking is likely to be harming their health or increasing their risk for future harm. <https://alcoholscreening.org/>.

Employees and/or students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking the assistance from the Employee Assistance Program, Life Matters at 1.800.634.6433 for employees. For more information please visit <https://www.empathia.com/employee-assistance-program/>. For students, Counseling services (262.695.3440) are available. Private and confidential short-term counseling for students is free of charge and available at both Pewaukee and Waukesha campuses, and are available to assist with referrals to an appropriate resources or rehabilitation program, if desired.

Although the college has no relationship with the following resources, the following is a partial list of community alcohol and drug resources and services for WCTC students and employees:

- **Addiction Resource Council** - The Addiction Resource Council is a 501(c)3 not for profit organization dedicated to providing the highest quality programming and support for those Waukesha County residents and their families struggling with substance abuse, addiction and alcoholism. <http://www.addictionresourcecouncilwaukeshawi.org/>
- **AA Greater Milwaukee Central Office** - <http://www.aamilwaukee.com/>
- **Addiction Resource Center (Waukesha)** - The Addiction Resource Council is a 501(c)3 not for profit organization dedicated to providing the highest quality programming and support for those Waukesha County residents and their families struggling with substance abuse, addiction and alcoholism. <http://addictionresourcecouncilwaukeshawi.org/>
- **Sober Recovery** - If you've decided to stop drinking alcohol and want to try the path of sobriety, there are several different options open to you. You can get help from a alcohol rehab clinic, from A.A. and from several sorts of counseling. http://local.soberrecovery.com/Alcohol_Sobriety_Milwaukee_WI-r1298713-Milwaukee_WI.html
- **Wisconsin Region of Narcotics Anonymous** - <http://wisconsinna.org/>

To find support services outside of the WCTC area, visit the National Institute on Alcohol Abuse and Alcoholism website.

III. Disciplinary Sanctions

Waukesha County Technical College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law) for violations of the standards of conduct described in the Standards of Conduct section. Sanctions range from verbal warning up to and including expulsion for students or termination for employees. Sanctions may also include referral for prosecution or referral to an appropriate rehabilitation program.

To ensure a safe and effective learning and work environment, the College may conduct drug or alcohol testing for students and employees at any given time with individualized suspicion, unless otherwise prohibited by federal or state law.

A. Employee Sanctions

Waukesha County Technical College will impose disciplinary sanctions on employees for violations of WCTC's code of conduct. College employees will be subject to disciplinary sanctions, up to and including termination from employment, for violation of these provisions occurring on College property or the work site or during work time. In addition to discipline, or in lieu of it, employees may be referred to appropriate counseling or treatment programs. Referral for prosecution under criminal law is also possible.

Employees convicted of any criminal drug statute violation occurring in the work place must notify their dean, director, supervisor or designee within five days of the conviction if they are employed by the college at the time of the conviction.

For violations of WCTC's policies and procedures, an employee shall be subject to sanctions up to and including termination. More than one sanction may be imposed for any single violation. Sanctions are typically progressive in nature—however, egregious violations may lead to immediate termination without progression through the sanctions. Disciplinary action for the same or different offenses may progress in the following manner:

1. **Verbal warning:** Verbal statement to employee that he/she has violated a policy and/or regulation and that such violation may not continue.
2. **Written reprimand:** Formal notification in writing to employee that he/she has violated a policy and/or regulation.
3. **Performance Improvement Plan:** Formal documentation stating any recurring performance issues along with goals that an employee needs to achieve in order to regain good standing at the company (along with specific timeline to complete the plan).
4. **Suspension:** Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
5. **Administrative Leave:** Temporary leave from a job assignment, with pay and benefits intact.
6. **Termination:** The employer/employee relationship is severed.
7. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Vice President, Human Resources Services, or designee.

B. Student Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Student Code of Conduct. Any sanction imposed under the conduct violations will be in effect at all campuses/sites or functions sponsored by or under the supervision of WCTC.

1. **Warning:** An official written notice that the student has violated WCTC policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at WCTC.
2. **Fines:** Reasonable monetary fines may be imposed.
3. **Restitution:** Compensation for damage caused to WCTC or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
4. **Community/WCTC Service Requirements:** For a student or organization to complete a specific supervised WCTC service.
5. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time. This may include facility suspension. The student no longer has the privilege of entering and/or residing in a particular facility or building for a specified period of time or until a specific condition is met.
6. **Confiscation of Prohibited Property:** Items whose presence is in violation of WCTC policy will be confiscated and will become the property of WCTC. Prohibited items may be returned to the owner at the discretion of the Student Development Manager and/or Campus Police.
7. **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. **Disciplinary Probation:** The student is not in good standing for a designated period of time and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from WCTC, particularly if the incident occurs during the probationary period. A copy of the notice will be sent to the Vice President of Student Services, the student's academic Dean and Associate Dean, and any other

key personnel involved in the case.

10. **Eligibility Restriction:** The student is deemed “not in good standing” with WCTC for a specified period of time. Specific limitations or exceptions may be granted by the Student Development Manager and terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by the WCTC or hold an elected or appointed office at WCTC;
 - b. Ineligibility to represent WCTC to anyone outside the WCTC community in any way including: participating in the study abroad program, attending meetings, or representing WCTC at an official function, event or intercollegiate competition as a player, manager or student coach, etc.;
 - c. Removal from class – student is barred from attending a particular class or may be reassigned to a different section of the same class. Specifics will be coordinated between the Director of Student Development, or designee, and the appropriate academic administrator.
11. **WCTC Suspension:** Separation from WCTC for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from WCTC property, functions, events and activities without prior written approval from the Director of Student Development. This sanction may be enforced with a trespass action as necessary.
12. **WCTC Expulsion:** Permanent separation from WCTC. The student is banned from WCTC property and the student’s presence at any WCTC-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
13. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Student Development Manager or designee. Examples include: work assignments or service, essays, administrative referrals or other related discretionary assignments.
14. The following sanctions may also be imposed upon groups or organizations found to have violated the *Student Code of Conduct*

Parental Notification:

Waukesha County Technical College reserves the right to notify parents or guardians of students when the students have committed serious or repeated violations of College policies, local, state and/or federal laws related to the drug and alcohol codes of conduct. Parental notification may be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

IV. Education & Prevention Programs

New Student Orientation

WCTC students are required to attend a mandatory New Student Orientation before starting classes at WCTC. The Student Development Office offers general overview of alcohol, drugs and their consequences.

Posters

“See Something, Say Something” posters are posted throughout the College

WCTC Student Government Programming

Pewaukee and Waukesha Campuses

All SGA programs throughout the year are free for WCTC students and all events are alcohol and drug free events. Healthy and non-alcoholic beverages are offered as well. WCTC as an institution is a dry campus and permission must be requested directly to the WCTC President in order to provide alcoholic drinks on campus. WCTC is also a tobacco free campus. This includes all cigarettes, tobacco, and vaping products.

Events include, but are not limited to:

- **Welcome Week:** All faculty, staff and campus leaders welcome students during the start of each semester. Provide directions, answer questions and offer resources. Giveaways, healthy snacks and beverages are provided free of charge

- **Fall Fest:** Student across campus are invited to attend this free event on campus. Activities include, rock climbing walls, pool tables, ping pong tables, live DJ, corn hole, video games, lunch and additional giveaways
- **Bingo:** Students are given the opportunity to play bingo and win prizes. Light refreshments including vegetables, dips, chips, juice and water is provided free of charge
- **Spa Day:** Spa Day allows students to receive free hand massages, machine water bed massages and foot/ankle massages and as with all events, food and healthy alternatives to alcohol are provided free
- **Movie Marathons:** SGA hosts multiple movie marathons throughout the academic year. Events include free popcorn, movie snacks, lemonade, juice and water
- **Smoothie Bike and Blend:** Another alternative for students to get involved on campus and receive healthy options is SGA's Smoothie Blend where students make their own smoothies, free of charge, with campus owned bicycles that blend the smoothies as you "ride" the bicycles
- **Donut Stress:** Across campus departments offer free coffee and donuts to students with ID. Donut stress is hosted 2-4 times throughout the year
- **Craft Day:** To help students relax and learn new crafts, SGA hosts Craft Day, which offers different crafting activities for students to enjoy new hobbies, relax during stressful times and also meet new friends
- **Fitness Center Open House:** Co-sponsored with the Fitness Center, SGA hosts, the Fitness Center Open House to unsure students are aware of the free Fitness Center, and healthy options for them on campus. Giveaways include water bottles, fitness gear and light food and refreshments
- **Thanksgiving Lunch:** All students, faculty, staff and employees are invited to SGA's annual Thanksgiving lunch. Traditional Thanksgiving food and non-alcoholic beverages are provided
- **Children's Party:** All students, faculty, staff, employees and community members enjoy the annual Children's Party. This event is hosted in May and December. Event is specifically designed for WCTC students' children. Themes include, the Grinch, Polar Express, Winter Wonderland, Lego Land, and Superheroes to name a few. Free breakfast, coffee and refreshments are provided
- **Speaker Series:** Elizabeth Smart: WCTC hosted Elizabeth Smart for their 1st annual Speaker Series. Ms. Smart spoke to a crowd of 600. Books, lunch and non-alcoholic beverages provided
- **Conversation with a Cop:** SGA collaborated with Safety and Security to host Conversations with a Cop where students are offered the opportunity to connect with WCTC Police. Students can ask questions about safety plans, tips on staying safe and get any additional questions answered. As always, non-alcoholic refreshments provided
- **WCTC Health Fair:** A Health Fair is coordinated to provide students and employees with the opportunity to learn more about on-campus and community resources to support their overall wellbeing. Topics shared during the event include healthy eating, exercise, chronic conditions, mindfulness, and mental health

Campus Resources

Counseling Services
▪ 262.695.3440
Veteran's Services
▪ 262.691.5431
Student Development
▪ 262.691.5302
Multicultural Resource Center
▪ 262.691.5359
Accessibility
▪ 262.691.5318

V. DAAP Distribution Methods and Process

WCTC's DAAPP is distributed to all employees and enrolled students annually through a variety of distribution methods, including: 1) to employees at initial hire; 2) to all employees via college email or in person to remaining employees who do not have email access; and 3) to currently enrolled students annually via official student e-mail notification. Care is taken in the distribution to ensure that access to this information is afforded to all employees and staff. The DAAPP is also available for review online at WCTC's website and a direct link is provided in the Student Handbook (available both online and in hard copy format). Hard copies of the DAAP and Biennial Review may be obtained at the Development Office in room C121, or by calling 262.691.5302. For employees a copy of the DAAPP will be located on the portal. A hard copy can be obtained by calling the Office of Compliance & Equity at 262-695-3481.

VI. WCTC's Biennial Review

WCTC plans to build onto our DAAPP to make sure we are in full compliance with the Drug-Free Schools and Communities Act (DFSCA) as articulated through the Education Department General Administrative Regulations (EDGAR) Part 86 and as directed during the Drug Free Schools and Communities Act training with the Wisconsin Technical College System (WTCS) in March of 2019. As outlined by federal requirements, WCTC will conduct a review this year and then conduct an official Biennial Review every two years, starting in 2020.

This biennial review is completed by WCTC's Director, Talent Operations and the Manager, Student Development.

The Director of Compliance & Equity is responsible for oversight of the DAAPP process. Every other year, Waukesha County Technical College will conduct a biennial review of the DAAPP to assess its effectiveness and the consistency of sanctions imposed for violations of the College's standards of conduct. The review will also identify any changes to be implemented during the next biennium if needed.

The review will also include the following information, as required by law:

- The number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined by the Clery Act) or as part of any of the institution's activities that are reported to campus officials; and
- The number and type of sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities

The review will be conducted using the following sources of information and reference:

- Inventory of WCTC's DAAPP components using D. Stafford & Associates DAAPP Checklist
 - Identify where each component has been addressed in the DAAPP
 - Identify where each component begins and ends in the DAAPP
 - On the DAAPP checklist, record the page number in the DAAPP where the component can be found or write missing
- Discuss which component(s) of the DAAPP, if any, were missing
 - With which individual(s) or office(s) will the review team engage to remedy any deficiencies
 - What are the next steps?
 - Statement of AODA program goals and goal achievement
- Summary of WCTC's DAAPP strengths and weaknesses
- Procedures for distribution of annual notification of WCTC's DAAPP to students and employees
- Recommendations for revising WCTC's DAAPP
 - List and description of education and prevention programs
 - Student Life Office AODA disciplinary data

VII. Penalty for Violations

Employees

Compliance with this policy is a condition of continued employment. If an employee violates any aspect of this policy, the College will take appropriate disciplinary action, up to and including discharge. Furthermore, the employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement, or other appropriate agency.

Students

Students who violate WCTC DAAP policy may be subject to disciplinary action and/or referral to law enforcement officials for prosecution under specific state, federal, or local laws.

- HUMAN RESOURCES

ALCOHOL AND DRUG-FREE CAMPUS – HUM-304 and STU-304

OVERVIEW

The College is committed to maintaining an alcohol and drug-free learning and work environment. Pursuant to the federal Drug-Free Workplace Act of 1988, the 1989 Wisconsin Act 121, and the Drug-Free Schools and Communities Act Amendments of 1989, any location at which WCTC business is conducted is declared to be a drug-free workplace. The College Board and employees recognize that the abuse of alcohol and other drugs interfere with a person's ability to learn and work, and increases the risk of accidents and serious health problems.

POLICY

While on College premises, conducting College business, or participating in College-sponsored events or activities, no employee, student, vendor, or guest shall possess, store, use, sell, distribute, dispense, solicit, purchase, or manufacture drugs, drug paraphernalia, or alcohol. This prohibition applies to all College sites and facilities, including leased property and clinical sites. All students and employees are prohibited from being under the influence of alcohol or drugs while on College premises, conducting College business, or participating in College-sponsored events or activities.

DEFINITIONS

Controlled Substance

The term "controlled substance" has the meaning given such term in section 202 of the Controlled Substances Act (21 U.S.C. 812.)

Illegal Drugs

For the purposes of this policy, the term "drugs" means any controlled substances and any other substances that cause or result in intoxication or discernibly altered states of mood or mind, including unregulated substances intentionally used in order to produce intoxication or discernibly altered states of mood or mind. The term "drugs" includes "look alike" substances, which are intended to resemble or be mistaken for drugs, as defined by this policy. The term "drugs" does not include substances possessed or used by an employee or student pursuant to the employee's or student's valid prescription. (See "Prescription Drugs" below.)

Prescription Drugs

The legal use of drugs prescribed by a medical professional for the employee is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job in a safe manner. The College may conduct drug or alcohol testing for students and employees at any given time with the individualized suspicion, unless otherwise prohibited by federal or state law.

DISCIPLINARY ACTION AND SANCTIONS

All employees and students will abide by this policy. Any employee or student violating this policy, or seeking to encourage, aid, or abet any staff member in the violation of this policy, shall be subject to a disciplinary action or sanction up to and including termination of employment or expulsion from the College. They might also obtain a referral to law enforcement officials for prosecution under specific state, federal, or local laws. These laws punish with misdemeanors and felonies, depending on the severity of the violation, the unlawful possession or distribution of illicit drugs and alcohol. The College may consider as a disciplinary sanction the completion of an appropriate rehabilitation program.

DRUG AND ALCOHOL REHABILITATION OR ASSISTANCE

There are several health risks associated with the use of drugs and the abuse of alcohol, including heart attack, stroke, lung disease, cancer, mental illness, overdose and death. Employees and/or students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking the assistance from WCTC's counseling services (students), the Employee Assistance program (employees), or referral to an appropriate rehabilitation program where possible. See additional options/resources in the College's Drug and Alcohol Abuse Prevention Program (DAAPP).

APPLICATION TO EMPLOYEES WORKING UNDER A FEDERAL GRANT

An employee working under a federal grant who is convicted of a criminal drug statute violation occurring in the workplace must notify Human Resources Services no later than five (5) days after such conviction. Human Resources Services will notify the Strategic Marketing, Planning, and Innovations department, which in turn will notify the granting agency within ten (10) days of receiving notice of the conviction.

NOTICE OF DRUG/ALCOHOL RELATED OFFENSES

An employee must notify Human Resource Services or an appointed designee no later than five (5) days after the employee has received any criminal drug statute conviction based on a violation that occurred in the workplace. The College will report such convictions to the appropriate federal agency within ten (10) days. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

PURCHASE AND ADVERTISING OF ALCOHOLIC BEVERAGES

The College and the Wisconsin Technical College System Board policy forbid the expenditure of tax dollars and/or student activity fees for alcoholic beverages. The advertising of alcoholic beverages is prohibited on College property and in College publications.

POLICY EXCEPTION(S)

Culinary Program and Classic Room Exemption

An exception to this policy will apply to the purchase of alcohol required in a recipe ingredient for instructional use in the Hospitality, Culinary, and Pastry Management program. Acceptable use of alcohol in these classes is specifically limited to the cooking process. Use of alcohol as a recipe ingredient will be dictated by a specific lesson plan and monitored by the chef/instructor. Consumption of alcohol within the class or on Campus is strictly prohibited. Alcohol will be purchased only as needed for particular recipes and will not be stocked or held as inventory—except during the hours of campus restaurant operations. Limited amounts of alcohol may be permissible for culinary-based study abroad experiences when applicable and appropriate as determined by the instructor. Limited alcohol is permissible in the culinary program's fine dining experience for visitors based on guidelines and regulations.

College-Sponsored Events/Activities Exemption

WCTC may use and possess alcoholic beverages (limited to beer, wine, or punch) with up to 17 percent alcoholic content at any officially authorized activity with written approval by the President or designee.

Classroom Exemption

An additional exception to this policy will also apply to the purchase of laboratory grade ethanol required in an experiment for instructional use in the following labs: Biology, Biotechnology, Chemistry and Microbiology.

Acceptable use of alcohol in the College's Science classes is specifically limited to experiments conducted in the labs. Use of alcohol as a reagent in an experiment will be dictated by a specific lesson plan and monitored by the instructor.

Consumption of alcohol within the class, lab or on Campus is strictly prohibited. Alcohol will be purchased in the smallest volume, as needed for lab experiments and if storage is necessary will be stored according to industry accepted safety standards.

Other exceptions to this policy may be made by the College President or his/her designee only.

Policy Owner(s): Vice President(s), Human Resources and Student Services

See Administrative Policy FAC-300 Alcoholic Beverages at College Sponsored Events

**See Administrative Procedure FAC-301 Alcoholic Beverages at College Sponsored
Events See Administrative Policy HUM-104-01 Criminal Disclosure/Notification**

See Employee Handbook – Section 6.04 Prohibited Conduct and Student Code of Conduct

References

- D. Stafford & Associates Drug and Alcohol Abuse Prevention Program Checklist
- US Department of Justice Drug Enforcement Administration - Drug of Abuse, A DEA Resource Guide https://www.dea.gov/sites/default/files/drug_of_abuse.pdf
- US Department of Justice Drug Enforcement Administration – Diversion Control Division <https://www.deadiversion.usdoj.gov>
- National Institute on Alcohol Abuse and Alcoholism <https://www.niaaa.nih.gov/alcohols-effects-body>
- Center for Disease Control and Prevention <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
- Alcohol Screening - <https://alcoholscreening.org/>
- WCTC Student Code of Conduct - <https://www.wctc.edu/site-pdfs/student-handbook.pdf>
- “Student Code of Conduct.” Policies and Procedures - <https://www.wctc.edu/site-pdfs/student-handbook.pdf>
- ⁵ *Wisconsin Legislature: 125.07*, docs.legis.wisconsin.gov/statutes/statutes/125/I/07.
- ⁶ *Wisconsin Legislature: 125.07*, docs.legis.wisconsin.gov/statutes/statutes/125/I/07.
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