CAPRI COLLEGE DRUG AND ALCOHOL POLICY

Purpose
The Drug and Alcohol Policy and Prevention Program applies to all employees and students. This policy is intended to help maintain the health and safety of the college faculty, staff, and students and to ensure that alcohol and drug use does not interfere with the effective functioning of the College. The prohibitions for use, possession, and distribution of illegal drugs or alcohol apply to all faculty, staff, students or customers on school property or as part of any school activity.

Definition of Terms
Alcohol – In the context of this policy, the terms “alcohol” and “alcoholic beverage” are defined to be any consumed or consumable beverage that has alcohol content. Empty alcoholic beverage containers (bottles, cans, etc.) also constitute the presence of alcohol and will be treated as such.
Illegal Drug – In the context of this policy, the term “illegal drug” is defined to be any substance whose distribution is somehow controlled or restricted by federal or state law which is not obtained through the legal prescription of a licensed medical professional.

Policy
Because alcohol and drug abuse poses a threat to the health and safety of Capri College faculty, staff, students, and guests and interferes with the ability of the College to achieve its mission, it is the policy of Capri College to provide a drug-free workplace and learning environment and more specifically to:

- Prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students on property owned or leased by Capri at College sponsored events.
- Maintain alcohol and drug prevention programs including policy enforcements, education programs, and referral to treatment programs.
- Additionally, no employee or student is to report for work/school, attend class, or participate in a Capri College activity while under the influence of illegal drugs, alcohol, or prescription drugs that would affect his/her performance. Employees/Students not complying with these standards will be subject to institutional sanctions outlined in this report.

Capri College Disciplinary Sanctions
Violation of the policies and laws referenced above by an employee or student will be grounds for disciplinary actions up to and including termination or expulsion in accordance with the applicable Capri College policies. A referral may also be made for prosecution consistent with local, state and federal criminal laws. Disciplinary action taken against a student or employee by the School does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude action by Capri College.

Capri College may conduct searches for illegal drugs or alcohol on School facilities at any time, without prior notice to employees and students. With regard to employees, School Facilities
include, without limitation: offices, desks, drawers, cabinets, files, lockers, equipment, including
computers, email and voicemail, School vehicles, and any area on the School’s premises. With
regard to students, School Facilities include, without limitation: desks, drawers, lockers, and any
area on the School’s premises. These examples are provided as an illustration only and do not
create an expectation of privacy in locations not listed.

Students and employees should have no expectation of privacy with respect to items brought
onto Company property and/or stored in company facilities. In addition, when Capri College has
a reasonable suspicion that a School policy is being violated that necessitates a search,
employees and students may be required to submit to reasonable searches of personal vehicles,
parcels, purses, handbags, backpacks, briefcases, lunch boxes, student kits or any other
possessions or articles brought on to the company’s property.

Employees and students are expected to fully cooperate. Persons entering the premises who
refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to
enter the premises. All employees must cooperate in an inspection; failure to do so is
insubordination and will result in disciplinary action, up to and including discharge.

As a condition of employment, Capri College employees must consent to a drug or alcohol
screening at any time during employment if the School has reasonable suspicion that the
employee is under the influence of drugs and/or alcohol. The refusal to consent to testing may
result in disciplinary action, including termination. Capri College will cover the costs associated
with such drug and/or alcohol screening.

Local, State and Federal Sanctions
Local State and Federal laws prohibit the possession of alcoholic beverage by persons under age
21. No person may sell, give, or serve alcoholic beverages to a person under age 21, and it is
unlawful for a person under age to misrepresent his or her age in order to obtain alcohol. It is a
crime for any person to possess or distribute a controlled substance (drug).

The State of Iowa has established ordinances regarding the regulation, licensing and sales of alcoholic
beverages. As well, the individual cities in Iowa have ordinances that deal with the consumption of
alcohol on public streets, sidewalks and/or alleyways. The violation is a petty offence resulting in a
monetary fine and/or up to 30 days in jail.

**IOWA Penalties for DRIVING UNDER THE INFLUENCE OF ALCOHOL/DRUGS**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FINE</th>
<th>JAIL</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
<td>Up to $1250</td>
<td>48 hours to 1 year</td>
</tr>
<tr>
<td>2nd</td>
<td>$1875 minimum</td>
<td>7 days to 2 years</td>
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<tr>
<td>3rd and Subsequent</td>
<td>$3125 minimum</td>
<td>30 days to 5 years</td>
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**FEDERAL** Penalties for Illegal Possession of Controlled Substances - 21 U.S.C. 844 (a)

- 1st conviction: Up to 1 year imprisonment and fined at least $1000 but not more than
  $100,000, or both.
• After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2500 but not more than $250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeding 5 grams.
(b) 2nd conviction and the amount of crack possessed exceeding 3 grams.
(c) 3rd or subsequent conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment (see special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(a)

Civil fine of up to $10,000 (pending adoption of final regulations.)

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, for up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses. Substance abuse counseling is mandatory for substance abuse violators in addition to the Federal sanctions.

**Federal Drug Free Work-Place Requirements**

The following are required of the Capri College and its employees and students:

1. An employee or student shall notify his or her supervisor, or other appropriate management representative, of any criminal drug statute conviction for a violation occurring in the work place no later than (5) days after such conviction.

2. The School shall notify any federal contacting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the work place.

3. The School will take appropriate action against any employee or student who is convicted for a violation occurring in the work place and will require the employee or student’s satisfactory participation in a drug abuse assistance or rehabilitation program.

**Drug Violation-Financial Aid Eligibility**

Student Eligibility due to drug convictions

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and state judges to deny certain Federal benefits, including Title IV aid, to persons convicted of selling or possessing illegal drugs. For the purposes of this policy, a conviction means only a conviction that is on a student’s record. A conviction that was reversed, set aside, or removed from the student’s record is not relevant for the purposes of this policy, nor is a determination or
adjudication arising out of a juvenile proceeding. For the purposes of this policy, an illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6)), and does not include alcohol or tobacco.

A student is ineligible to receive Title IV, HEA program funds for a proscribed period, if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving Title IV, HEA program funds. However, the student may regain eligibility before that time period expires under the following conditions: If the student successfully completes a drug rehabilitation program including, at least two unannounced drug tests given by such a program and has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program as referenced in CFR 668.40 (d) (ii, iii and iv). Students denied eligibility for an indefinite period can regain eligibility after completing any of the following three options: Having the conviction reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record; Successfully completing an approved rehabilitation program which includes passing two unannounced drug tests from such a program; or Completing two unannounced drug tests, which is part of an approved rehab program (the student does not need to complete the rest of the program). In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to you that he/she has successfully completed the rehabilitation program. Students must fulfill the CFR 668.40 “Conviction for Possession or Sale of Illegal Drugs” to be eligible for Title IV aid. All students self-certify by completing the FAFSA drug conviction question that he or she is eligible. If the student was convicted of both selling and possessing illegal drugs for which the periods of ineligibility are different, the student will be ineligible for a longer length of time. If a student becomes ineligible for a loan or grant, The College will provide a timely clear and conspicuous written notice to any student who becomes ineligible for Title IV aid due to a drug conviction and the manner whereby the student can regain eligibility.

Health Risks Associated with use and abuse of Alcohol and Illegal Drugs
Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the likelihood of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Heavy doses of alcohol may result in chronic depression and suicide, and
may also be associated with the abuse of other drugs. Very high doses of alcohol can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses. Long-term, heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death. Repeated use of alcohol can lead to dependence, and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.

The use of illegal drugs, and the misuse of prescription and other drugs, poses a serious health threat. For example, the use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration. The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder, sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking which may result in physical or emotional injury or death.

The school maintains drug and alcohol education information that can be obtained from the Student Services Office.

For additional health effects go to: [http://www.dea.gov/druginfo/factsheets.shtml](http://www.dea.gov/druginfo/factsheets.shtml)

**RESOURCES (by Capri Location) for Information or Help**

**Cedar Rapids**
- Area Substance Abuse Council: 319-390-4611
- Cedar Rapids Police Department: 319-268-5491 (or 911)
- Crisis Center: 319-362-2174
- Waypoint Domestic Abuse: 319-363-2093
- Mercy Hospital: 319-398-6011
- St. Luke’s Hospital: 319-369-7211
- Poison Control Center: 800-222-1222
- Sexual Assault Intervention: 319-363-5490
- Capri College School Director (Chris Fiegen): 319-364-1541 x203
- Capri College Student Services (S. Hollingshead): 319-364-1541 x206
Davenport
Davenport Substance Abuse Center 563-322-2667
Davenport Police Department 563-326-7979 (or 911)
Safe Path Domestic Abuse/Rape Counseling 563-322-1200
Genesis Medical Center 563-421-1000
Trinity Medical 563-742-5000
Poison Control Center 800-222-1222
Safe Path Domestic Abuse/Rape Counseling 563-322-1200
Capri College School Director (M. Sawvell) 563-388-6642 x203
Capri College Student Services (S. Hermsen) 563-388-6642 x204

Dubuque
Dubuque Substance Abuse Center 563-582-3784
Dubuque Police Department 563-589-4467 (or 911)
New Beginnings / Domestic Violence Hotline 563-556-1100
Domestic Abuse (YWCA) 563-588-0048
Mercy Hospital 563-589-2000
Finley (Unity Point) Hospital 563-582-1818
Crescent Health Center 563-690-2850
Poison Control Center 800-222-1222
Riverview Center (Sexual Assault) 563-557-0310
Turning Point (Mercy Treatment Center) 563-589-8290
Capri College School Director (Lois Leytem) 563-588-2379 x311
Capri College Student Services (Meggan Dobson) 563-588-2379 x325

Waterloo
Waterloo Substance Abuse Center 319-235-6571
Waterloo Police Department 319-291-4340 (or 911)
Horizons Substance Abuse Center 319-272-2873
Domestic Abuse Hotline 800-942-2093
Waterloo Sexual Assault Center 319-335-6000
Covenant Medical Center 319-272-8000
Allen Memorial Hospital 319-235-3629
Poison Control Center 800-222-1222
Capri College School Director (Trish Erger) 319-234-2600 x102
Capri College Student Services (Katie McCarthy) 319-234-2600 x104

*This policy is distributed to all employees and students annually. We review our Drug and Alcohol Policy for effectiveness at least once every two years through Campus Security reporting and by the number of drug and alcohol related disciplinary actions, treatment referrals, and incident reports to and from police. If changes are deemed necessary, they will be implemented and students/staff informed.