## GAVILAN COMMUNITY COLLEGE DRUG-FREE SCHOOLS & CAMPUSES ACT BIENNIAL REVIEW 2011

Veronica Martinez

Name:

Alice Dufresne-Reyes

Title: Depart		Financial Aid		Coordinator of Student Health	f Health Services	es
Phone:				408-848-4731		
E-mail	: vmartinez(	@gavilan.edu		adurresnereye	s@gavilan.edu	
any coi	ling to California s mmunity college ca hol when specified	mpus or at an				
	oes the institution in tudents: Yes 🛛 N		oy of its drug & Faculty: Y			
er ye w Ti ar ht	Tyes, where is it loc opies of the alcohol atire campus. This in ear and is made avail hich is serviced by this information is also and on the Gavilan Controlly www.gavilan.ed and addition to the main Health Services", "S	and/or other ill nformation is lo lable to the enti he Gavilan Cor so located in th ommunity Collo lu/health/drugfi n web page, the	ocated in the of ire student and mmunity Coll he school catal ege website: free.html	class schedule of d staff populati ege District. ogue, the Hum is also listed u	which is publish on and the com- an Resources D	ned twice a munity, Department
ta	oes the institution paking one or more clucation units, writ	classes for any	type of acade	emic credit ex	cept for contin	uing
a.	Standards of con illicit drugs and Students: Yes 🏻	alcohol on its	property or a	-	activities;	tion of
b.	A description of abuse of alcohol Students: Yes ⊠	<b>;</b>		with the use of culty: Yes 🖂	of illicit drugs a	ind the
c.	A description of Students: Yes ⊠		,	under local, st culty: Yes ⊠	ate, or federal	law;
d.	A description of	applicable co	unseling, trea	tment, or reh	abilitation or r	e-entry
	<b>programs;</b> Students: Yes ⊠	_	O,	culty: Yes 🖂	No 🗌	٠
e.	A clear statemer	nt of the discip	linary sancti	ons the institu	tion will impos	se on
	students and em	_	•		-	
	Students: Yes 🖂	No 🗀	Staff & Fac	culty: Yes 🖂	No 🗌	

How are the above materials distributed to students?

3.

	This is done twice a year via the class schedule which is made available to the entire student and staff population plus the communities within the Gavilan College district.
	The web site <a href="http://www.gavilan.edu/health/drugfree.html">http://www.gavilan.edu/health/drugfree.html</a> has a direct link to "Drug-Free Schools And Campuses Act" of 1989 and the "Drug-Free Workplace Act" of 1988. The health risks, legal sanctions, and referrals for assistance are listed there.
4.	Does the means of distribution provide adequate assurance that each student receives the materials annually?  Yes No See #3 above
5.	Does the institutions' distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?  Yes No  Each semester new and returning students receive this information in the class schedule.
6.	How are the above materials distributed to staff and faculty?  New Gavilan Community College employees receive the information with their new hire packet. The Human Resources Department provides the information on an annual basis to all employees via the campus email, MyGav posting, and as a mail enclosure with each
	adjunct faculty members' employment contract.
7.	Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?  Yes No See #6 above
8.	Does the institution's distribution plan/policy make provisions for providing these materials to staff and faculty after the initial distribution?  Yes No See #6 above
9.	How and by whom does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and insure that disciplinary sanctions are enforced.
	Task Force consisting of the Vice President of Student Services, the Director of Financial Aid, Director of Security, Director of Human Resources, Registrar, ASB Student Representative, Program Services Specialist, and the Coordinator of Student Health Services, meet and review the components of the plan. Revisions are implemented under the consultation of the administrative team for Gavilan Community College
	a. Conduct student AOD use survey
	Students: Yes \( \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \( \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq \text{No } \subseteq \text{Staff & Faculty: Yes } \subseteq Staff
	b. Conduct opinion survey of its students, staff and faculty.  Students: Yes □ No ☒ Staff & Faculty: Yes □ No ☒  Due to state law, this is not applicable.

c.	Students: Yes No Staff & Faculty: Yes No Due to state law, this is not applicable.
d.	Assess effectiveness of documented mandatory drug treatment referrals for students and employees.  Students: Yes No Staff & Faculty: Yes No Staff & Faculty: Yes No Students: Yes not to be applicable to the College because the type of insurance a student and/or non-district insured employee has determined which treatment program is used. If the individual does not have any insurance, then a County program is utilized.
e.	Students: Yes No Staff & Faculty: Yes No Staff & Faculty: Yes No Students: Yes No Staff & Faculty: Yes
	Other (please list)  requested, has the institution made available to the public, a copy of each required
10. II	requested, has the institution made available to the public, a copy of each required

## 11. Where is the biennial review documentation located?

The biennial review can be found in the following four locations:

item in the drug prevention program and the results of the biennial review?

John W. Pruitt
 Gavilan Community College
 Vice-President, Student Services
 (408) 848-4738

If requested, it would be made available.

- Alice Dufresne-Reyes
   Gavilan Community College
   Coordinator, Student Health
   (408) 848-4791
- James Bowers
   Gavilan Community College
   Director, Human Resources
   (408) 848-4753
- Veronica Martinez Gavilan Community College Director, Financial Aid (408)848-4725

## 12. Comments

The following items are attached:

- a. Insert for Schedule/Catalogue of District Policy (*Attachment A*)
- b. Documents regarding health risks and legal sanctions (*Attachment B*)
- c. Federal Trafficking Penalties (Attachment C)

## Attachment A



To: All Gavilan College Employees

From: The Gavilan College Human Resources Department

Re: Drug-Free Schools and Campuses Act

In accordance with the Drug Free Schools and Campuses Act, the Gavilan Community College District ("District") is required to provide its employees with information regarding the unlawful use of drugs or alcohol on District property and at District-sponsored events. The following information describes applicable standards of conduct, legal sanctions, health risks, available assistance and treatment, and District-imposed disciplinary sanctions.

### NOTICE TO ALL EMPLOYEES

#### **Standards of Conduct**

Gavilan College is committed to providing its employees with a drug-free workplace. Board Administrative Policy 3550 prohibits the "unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance on District property, during any District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District."

#### **Legal Sanctions**

All District employees are responsible, as citizens, for knowing about and complying with the provisions of local, state and federal laws which make it a crime to possess, sell, deliver or manufacture controlled substances. Any District employee who violates these laws is subject to prosecution by civil authorities and disciplinary action by the District.

Please refer to the attached document titled "Federal Trafficking Penalties" for a breakdown of penalties for certain drug-related offenses. This is not intended to be an exhaustive list of all applicable laws related to alcohol and/or controlled substances.

#### **Health Risks**

Drugs and alcohol are toxic to the human body and if abused can have catastrophic consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal.

Attached is a chart titled "Health Risks Associated with Drug Use" which summarizes the various health risks associated with alcohol abuse and use of specific types of drugs; it is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

#### Attachment A - continued

#### **Available Assistance**

Free, confidential assistance with alcohol and/or substance abuse problems is available from the following:

#### On-Campus:

- Student Health Services 408-848-4791
- Counseling 408-848-4723

### Off-Campus:

- Alcoholics Anonymous 408-374-8511
- Narcotics Anonymous 408-998-4200
- National Council on Alcoholism & Drug Dependence 408-292-7292.

### **Disciplinary Sanctions**

Any employee who violates the District's Drug Free Workplace policy will be subject to disciplinary action, which may include but not be limited to referral to an appropriate rehabilitation program, suspension, demotion, or dismissal.

Employees convicted of a criminal drug statute violation occurring in the workplace are required to notify the District no later than five days following conviction. The District will notify any federal agency that requires this policy within 10 days after receiving notice of a workplace drug conviction. In addition, the District will commence appropriate disciplinary action against the employee.

#### **Dissemination of this Policy**

A copy of this policy and attachments shall be provided to each new employee at the beginning of employment and to all employees annually.

#### **Attachments**

Please refer to the following attachments for further detailed information:

- Federal Trafficking Penalties
- Health Risks Associated with Drug Use

# Attachment B

# Health Risks Associated with Drug Use Gavilan College Drug Free Schools and Campuses Act

Drug Type	Risk of Dependence	Possible Short-Term Effects	Possible Long-Term Effects	The Effects of Overdose
Narcotics	Narcotics/opioids create psychological dependence. Long after the physical need for the drug has passed, the addict may continue to think and talk about using drugs and feel overwhelmed coping with daily activities. Relapse is common.	Narcotics/opioids use comes with a variety of unwanted effects, including drowsiness, inability to concentrate and apathy.	Physical dependence is a consequence of chronic opioid use, and withdrawal takes place when drug use is discontinued.	Physical signs of narcotics/opioid overdose include constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, and extreme drowsiness and slowed breathing. Overdoses of narcotics are not uncommon and can be fatal.
Depressants	Prolonged use of depressants can lead to physical dependence even at doses recommended for medical treatment.	They put you to sleep, relieve anxiety and muscle spasms and prevent seizures. They also cause amnesia, leaving no memory of events that occur while under the influence. Depressants also reduce your reaction time, impair mental functioning and judgment, and cause confusion.	Long-term use of depressants produces psychological dependence and tolerance. Unlike barbiturates, large doses of benzodiazepines are rarely fatal unless combined with other drugs or alcohol. But unlike the withdrawal syndrome seen with most other drugs of abuse, withdrawal from depressants can be life threatening.	High doses of depressants or use of them with alcohol or other drugs can slow heart rate and breathing enough to cause death.
Stimulants	Tolerance, in which more and more drug is needed to produce the usual effects, can develop rapidly, and psychological dependence occurs. In fact, the strongest psychological dependence observed occurs with the more potent stimulants, such as amphetamine, methylphenidate, methamphetamine, cocaine and methcathinone.	Stimulants are sometimes referred to as uppers and reverse the effects of fatigue on both mental and physical tasks. Therapeutic levels of stimulants can produce exhilaration, extended wakefulness, and loss of appetite.	Chronic, high-dose use is frequently associated with agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia, sometimes accompanied by both auditory and visual hallucinations, may also occur.	In overdose, unless there is medical intervention, high fever, convulsions, and cardiovascular collapse may precede death. Because accidental death is partially due to the effects of stimulants on the body's cardiovascular and temperature-regulating systems, physical exertion increases the hazards of stimulant use.
Hallucinogens	Weeks or even months after some hallucinogens have been taken; the user may experience flashbacksfragmentary recurrences of certain aspects of the drug experience in the absence of actually taking the drug. The occurrence of a flashback is unpredictable, but is more likely to occur during times of stress and seem to occur more frequently in younger individuals.	Physiological effects include elevated heart rate, increased blood pressure, and dilated pupils.	Psychic effects include distortions of thought associated with time and space. Time may appear to stand still, and forms and colors seem to change and take on new significance.	Deaths generally occur due to suicide, accidents and dangerous behavior, or due to the person inadvertently eating poisonous plant material. A severe overdose of PCP and ketamine can result in respiratory depression, coma, convulsions, seizures and death due to respiratory arrest.

#### Attachment B - continued

## Health Risks Associated with Drug Use Gavilan College Drug Free Schools and Campuses Act - continued

Drug Type	Risk of Dependence	Possible Short-Term	Possible Long-Term	The Effects of
Cannabis	Long-term chronic use is associated with "Amotivational Syndrome", characterized by apathy, impairment of judgment, memory and concentration, and loss of motivation, ambition and interest in the pursuit of personal goals.	Effects  The short-term effects of cannabis include problems with memory and learning, distorted perception, difficulty in thinking and problem-solving, and loss of coordination. Short-term physical effects may include sedation, blood shot eyes, increased heart rate, coughing from lung irritation, increased appetite, and decreased blood pressure.	Like tobacco smokers, cannabis smokers experience serious health problems such as bronchitis, emphysema, and bronchial asthma. Extended use may cause suppression of the immune system.	There have been no reported deaths by overdose.
Alcohol	Prolonged, heavy use of alcohol can lead to addiction (alcoholism).	The disinhibiting effect of alcohol is one of the main reasons it is used in so many social situations. Other effects of moderate alcohol intake include dizziness and talkativeness; the immediate effects of a larger amount of alcohol include slurred speech, disturbed sleep, nausea, and vomiting.	Long-term effects of consuming large quantities of alcohol, especially when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and liver.	Alcohol overdose, also known as alcohol poisoning, is a critical and sometimes deadly end product of drinking alcohol significantly more ethanol alcohol than the body can metabolize.
Tobacco	Several studies have found nicotine to be addictive in ways similar to heroin, cocaine, and alcohol. Smokeless tobacco use can lead to nicotine addiction and dependence.	Smokeless tobacco is associated with recession of the gums, gum disease, and tooth decay.	Smoking is a major cause of cardiovascular disease, the nation's No. 1 killer. Smokeless tobacco is a known cause of human cancer; it increases the risk of developing cancer of the oral cavity and pancreas.	Overdose does not necessarily cause death however prolonged use will cause death.

- http://www.justice.gov/dea/pubs/abuse/drug data sheets/narcotics DrugDataSheet.pdf
- <a href="http://www.americanheart.org/downloadable/heart/1244130433852FACTS%20-%20Tobacco%20Fact%20Sheet%2004-23-09%20\_FINAL\_.pdf">http://www.americanheart.org/downloadable/heart/1244130433852FACTS%20-%20Tobacco%20Fact%20Sheet%2004-23-09%20\_FINAL\_.pdf</a>

# Attachment C

# **Federal Trafficking Penalties**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 – 4999	First Offense: Not less that 5 years and	5 kg or more	First Offense: Not less that 10 years and
Cocaine Base	grams mixture 5 – 49 grams	not more than 40 years. If death or serious injury, not	mixture 50 grams or more	not more than life. If death or serious injury, not less
(Schedule II)	mixture	less than 20 or more than	mixture	than 20 years or more than
Fentanyl (Schedule ii)	40 – 399 grams mixture	life. Fine of not more that \$2 million if an individual,	400 grams or more mixture	life. Fine if not more than \$4 million if an individual,
Fentanyl Analogue (Schedule I)	10 – 99 grams mixture	\$5 million if not an individual.	100 grams or more mixture	\$10 million if not an individual
Heroin (Schedule I)	100 – 999 grams mixture	Second Offense: Not less that 10 years, and	1 kg or more mixture	Second Offense: Not less than 20 years,
LSD (Schedule I)	1 – 9 grams mixture	not more than. Life. If death or serious injury, life	10 grams or more mixture	and not more than life. If death or serious injury, life
Methamphetamine (Schedule II)	5 – 49 grams pure or 50 – 499 grams mixture	imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	50 grams or more pure, or 500 grams or more mixture	imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  2 or More Prior Offenses:
PCP (Schedule II)	10 – 99 grams pure or 100 – 999 grams mixture		100 grams or more pure, or 1 kg or more mixture	Life imprisonment
		PENALTIES		
Other Schedule I and II drugs (and any drug product containing Gamma	Any amount	more than life. Fine \$1 m		ry, not less than 20 years, or 5 million if not an individual.
Hydroxybutyric Acid) Flunitrazepam (Schedule IV)	1 gram or more	Second Offense:  Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.		
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1		
Flunitrazepam (Schedule IV)	30 to 999 mg	million if not an individual.  Second Offense:  Not more 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
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 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mg			
All Schedule V drugs	Any amount	First Offense: Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		Second Offense: Not more than 2 years. Fi \$500,000 if not an individual		0,000 if an individual,

## Attachment C - continued

# Federal Trafficking Penalties – Marijuana

DRUG	QUANTITY	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or	Not less than 10 years, not more than life	Not less than 20 years, not more than life.
	more plants	If death or serious injury, not less than 20 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	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	Not less than 5 years, not more than 40 years	Not less than 10 years, not more than life
	999 plants	If death or serous injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
		Fine not more than \$2 million if an individual, \$5 million if other than an individual	Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kg	Not more than 20 years	Not more than 30 years
	hashish; 50 to 99 kg mixture	If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
	more than 1 kg of hashish oil; 50 to 99 plants	Fine \$1 million if an individual, \$5 million if other than an individual	Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less	Not more than 5 years	Not more than 10 years
	than 50 kg mixture	• Fine not more than \$250,000, \$1	• Fine \$500,000 if an individual, \$2
Hashish	10 kg or less	million other than individual	million if other than individual
Hashish Oil	1 kg or less		