



DRUG-FREE SCHOOLS AND CAMPUSES
REGULATIONS [EDGAR PART 86]
BIENNIAL REVIEW
ACADEMIC YEARS 2014-2015

May 26, 2016

INTELLITEC COLLEGES | 2504 E. PIKES PEAK COLORADO SPRINGS, CO 80909

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INTRODUCTION/OVERVIEW

Part 86 regulations require an institution of higher education that receives federal funding or aid to certify that it has adopted and implemented a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees” on campus and during school related activities, in order to comply with the Drug-Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B).

IntelliTec Colleges is committed to providing a drug and alcohol free environment for students to receive an education. The college’s goal with this biennial review is to:

1. Determine its effectiveness and implement changes to the program if they are needed;
2. Ensure that the disciplinary sanctions described in the policy are consistently enforced;
3. Determine the number of drug and alcohol related violations and fatalities; and
4. Identify the number and type of sanctions imposed.

BIENNIAL REVIEW PROCESS

The biennial review process occurred April 2016 with the objective of reviewing the last two years of data and updating and revising the Drug and Alcohol Prevention Program policy currently in place for students and employees. The active student policy was reviewed and compared against the active employee drug and alcohol policy (*See appendix A for both policies*) on April 8th, 2016 by the VP of Shared Services and Human Resources and the Business Operations department to streamline the content in both. The updated combined policy was reviewed at the Corporate Management Meeting, April 10th, 2016 (*see appendix E*), and approved for final review.

A Biennial Review Focus Group was assembled to meet and discuss the current policy, the new proposed policy, and to answer a list of questions develop by the Operations department. The focus group consisted of the four Campus Directors, three Directors of Education, the VP of Shared Services, The Director of Financial Services, and the Business Operations Specialist. The group reviewed questions regarding the current drug and alcohol policy and provided suggested changes going forward.

The focus group reviewed and assessed the following questions:

1. How is your campus distributing the Drug and Alcohol Policy to students?
2. How are you ensuring all students receive it?
3. How many drug or alcohol incidents have occurred on campus in last 2 years?
4. Who oversees the policy at your campus including administration, monitoring and discipline?
5. What sanctions and how many have been administered for violations of the policy?
6. Has alcohol been served on premises for any faculty events?
7. Has your campus offered any programs or campus activities to discourage the use of alcohol/drugs?
(students or faculty)
8. What are the strengths of your prevention program?
9. What are the weaknesses of your prevention program?
10. What recommendations do you have in regards to this policy/ program?

11. What goals and objectives should be focused on in regards to this policy/prevention over the next two years?

ANNUAL POLICY NOTIFICATION PROCESS

The Drug and Alcohol Policy is distributed to students and employees on an annual basis. The policy must be distributed to all currently enrolled students and all employees in the following manner:

The Drug and Alcohol Policy will be published on IntelliTec's Internet website at the following url:
http://www.intellitecollege.com/your-right-to-know/healthSafety_DrugsAlcohol.pdf

An email will be sent to all current students and employees notifying of the availability of the policy. The notice includes: a statement of the report's availability; a list and brief description of the information contained in the policy; the exact address (URL) of the Internet or Intranet website at which the report is posted; and a statement that the school will provide a paper copy of the Drug and Alcohol Policy without fee upon request, written or otherwise.

In addition, all new students receive a paper copy of the policy and sign that they have received it at the time of enrollment.

Employees are required to review and acknowledge receipt of a copy of the current policy through ADP (company HRIS software) at the time of hire. In addition, when the updated policy is released in ADP, employees will be prompted to acknowledge the new version.

The Drug and Alcohol Policy is available to prospective students and prospective employees upon request and will be maintained at the above url. See Appendix B for a copy of the policy. The Biennial Review Reports are maintained at the Corporate Offices of IntelliTec Colleges and may be requested through the Registrar office located at each campus location.

The report is also accessible online at the following url: <http://www.intellitecollege.com/consumer-information.php>. Reports are maintained for a minimum of three (3) years and are available upon request.

AOD POLICY, ENFORCEMENT & COMPLIANCE

Students and employees are notified through a variety of policies regarding the campuses' stance on alcohol and drugs. The following policies and forms distributed are:

- Drug and Alcohol Policy Prevention Program Policy
- Student Responsibilities (Catalog)
- New Employee Orientation Powerpoint
- Amnesty Protocol Policies – Sexual Misconduct & Discrimination Policy
- Employee Handbook Policy
- Standards of Conduct Form – Work Study Hire Packet
- Campus Crime Handout and Acknowledgement – New Hire Packet

See Appendix C for a sample of above policies and forms.

Policy oversight for employees is completed by each individual's approved manager, the Director of Education, and the Campus Director. Additional oversight is provided by the Corporate Human Resources department who assists in policy training, interpretation and enforcement.

Policy oversight for students is monitored by all faculty and staff and reported to campus management as appropriate. Campus management includes the Director of Education, Associate Director of Education, and the Campus Director. Disciplinary sanctions are overseen and administered by campus management. The below list of actions is not progressive and may be used in any order, or in conjunction with each other, as determined appropriate for the violation.

Employee Sanctions:

1. Written Warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Employment
4. Termination of Employment

Student Sanctions:

1. Written warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Enrollment
4. Expulsion

IntelliTec Colleges may report violations of this policy, which also result in a violation of any applicable laws, to the appropriate law enforcement agencies. Determination will be made in consultation with legal counsel as to which policy violations will be reported to law enforcement.

Over the two-year period, drug and alcohol-related student incidents were low. Albuquerque and Pueblo campuses reported zero incidents. Colorado Springs campus had one incident involving drug paraphernalia being hidden in insulation at a campus building. The police documented the incident but no students were directly involved or implicated. Reminders were given to students regarding the school policy and expectations regarding drugs and alcohol. The Grand Junction campus recorded two incidents that required student warnings. One student was suspended but returned to school. Overall, the campuses saw little activity that warranted suspensions or terminations of employment.

Employees are required to complete a pre-employment drug test. Over the two-year period, only two employees were terminated or had offers withdrawn due to failure of the pre-employment screen. One employee in Colorado Springs was terminated upon receipt of the screen and in Grand Junction, the new hire had not begun work and had their employment offer withdrawn prior to their start date.

One request for alcohol at a staff and faculty tailgating was approved on the Grand Junction campus. Only employees were involved in the function, were monitored by appropriate campus management, and the event occurred when no students were on campus.

AOD COMPREHENSIVE PROGRAM & PROCESSES

IntelliTec Colleges main focus is to provide a drug and alcohol-free campus to all students and staff and the company policy for employees and students specifically states, “This policy prohibits, the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana.”

IntelliTec campuses offer day and night programs that are monitored by campus management and there is no housing, residences, or fraternity/sorority houses to oversee. Students are provided areas to work and relax including the Learning Resource Centers (LRC) and Tec Cafes. In addition, the school offers student workshops and lab hours to provide students additional education and alternative activities.

In addition to general campus management of drug and alcohol policy violations, IntelliTec Colleges Safety Committee is responsible for tracking Near Misses and Safety violations that happen on campus. When, and if, a safety violation or near miss is caused by impairment the incident is recorded and addressed appropriately.

The school is also committed to community and student outreach activities. Students can participate in local events sponsored by IntelliTec that are generally alcohol and drug free campaigns including Health Fairs and fundraisers such as cut-a-thons or expos. On campus activities include student appreciation days, National Technical Honor Society recognitions and opportunities for students to gain additional experience through student run clinics.

Finally, IntelliTec Colleges offers an Employee and Student Assistance Program (LifeWorks). This plan provides confidential assistance with work, school and life issues for students and employees including: legal consultation, financial planning, grief counseling, mental health issues, significant life changes, adapting to civilian life after military service and much more. There is no limit to the amount of times that a student or employee may contact LifeWorks for assistance. Students and employees are able to receive 3 face-to-face counseling sessions or up to 30 minutes for legal consultation for each individual issue. All of these services are provided at no cost and in the event that the covered services are exhausted, they are eligible for additional services at a discounted rate. In addition, this service is available for all members of the person’s household and immediate family members not living in the person's household. Individuals in the household do not need to be related to the student or employee in order to have access to this service. Substance abuse counseling is also available as part of this program.

PREVIOUS PROGRAM GOALS AND OBJECTIVES

A consideration of specifically adding language related to marijuana had been suggested in past reviews. As part of the revision of the Alcohol and Drug Abuse Prevention Policy this April, language was added to include the use of medical and recreational marijuana. Colorado’s change in law regarding marijuana use warranted the updating and inclusion of specific details regarding this drug. In addition, the employee policy that was in place, effective January 1, 2014, also included the appropriate language as related to marijuana and the impairment it causes in the workplace.

RECOMMENDATIONS FOR NEXT BIENNIUM

General Recommendations

The focus groups general recommendation for the next biennium was to focus on additional training for staff and employees. The Campus Directors and Directors of Education felt that they would benefit from having a better handle on identifying and recognizing substance abuse and how to proceed with students or staff that exhibited these signs.

New Policy Revision Recommendations

In addition, the revised policy was reviewed and comments were submitted for final revisions before approval. The overall consensus was the revised policy provided better guidelines for staff and employees as well as stronger expectations for students. The following final revisions were recommended and incorporated into the final document:

1. Stronger definition of scope to ensure that alumni who visited the campus understood that they were subject to the policy.
2. Addition of stronger language regarding what federal and state laws were applicable.
3. Added two (2) items to the purpose of the Biennial Review and the expectation that records would be kept on file for a minimum of three (3) years.

Goals and objectives

The following goals and objectives have been established for all four IntelliTec College campuses for the next biennium:

1. Launch an Awareness Month campaign for Alcohol and/or drugs aimed at students and staff.
2. Increased student and staff training to cover the following areas.
 - a. How does the Drug and Alcohol Abuse Prevention Policy integrate with other school policies; specifically, campus crime and security. (staff)
 - b. Student training on the relationship of safety to drug and alcohol impairment in the classroom and in the workplace. Particularly as it relates to operating machinery such as auto lifts, exercise equipment, and electrical panels.
 - c. Clear guidance and education in regards to Amendment 21 & 64 regulations and the establishment of clear consequences as related to medical and recreational marijuana for students and staff.
3. Launch of updated Drug and Alcohol Abuse Prevention Policy and consistent distribution via an annual email notification.
4. Increased awareness of IntelliTec Colleges' policy and assurance that incidents are being recorded and reported appropriately.

CONCLUSION

IntelliTec Colleges is committed to ensuring its students and employees clearly understand the school's policies and are provided the tools and oversight to adhere to them. Overall, there is a low instance of drug and/or alcohol

related incidents at each campus among students and staff. The constant communication of expectations regarding the drug and alcohol free campuses ensures that students and staff are aware of the school's policies and expectations. All students and employees receive the policy at the time of enrollment or hire and hear about the policy throughout their time on campus. In addition, all campus-related activities as related to the student are alcohol and drug free and the majority of staff and faculty events are as well.

While the policy is stated clearly and often, the underlying training regarding the policy needs the most focus. Staff and faculty would benefit from stronger education regarding what to watch for and how to help students who may be violating the policy. Establishing more workshops, annual trainings, and safety briefings regarding impairment and substance abuse would add be of great value to all staff and students.

Appendix A: 2014-2015 Drug and Alcohol Policies

STUDENT POLICY

POLICY GOVERNING ALCOHOL/DRUGS CONTROLLED SUBSTANCES AT

THE COLLEGES, SCHOOLS, DIVISIONS AND AGENCIES OWNED AND OPERATED BY TECHNICAL TRADES INSTITUTE DBA INTELLITEC COLLEGES

The institution exists to train its students to be responsible technicians/professionals in their chosen career field, a process that occurs both in and outside the classroom. We assume students are adults, and therefore are responsible for themselves and their actions. This responsibility includes concern for the welfare of others and respect for the laws by which we are governed.

This policy applies to all employees regardless of classification or position, and all students regardless of enrollment status.

Maintaining a safe and healthful working and learning environment is a vital concern. We are committed to taking the actions necessary to create an environment which fosters healthful attitudes. In recognition of this commitment, and through federal, state and local mandates, the manufacture, distribution, sale, purchase, possession, or use of a controlled substance, whether alcohol, illegal drugs, or legal drugs used illegal, is prohibited on school premises. Being under the influence of controlled substances while on school premises is also prohibited.

Only prescription medications provided under a licensed physician's signature and supervised by a physician, and over the counter medication used as instructed by the manufacturer are allowed to be used on school premises. Alcohol may be served on school premises only with the approval of the President.

DEFINITION OF TERMS

Uses – Any employee or student who is affected by a controlled substance in a detectable manner is determined by professional opinion, valid test, or, in some cases such as alcohol by a layperson.

Possession – Controlled substance in any amount found on the person of the accused, or in or on property under his or her control while on school premises.

Controlled Substance – Any federally regulated substance including alcohol, but not including nicotine and common over-the-counter medications such as aspirin.

Legal Drug – Prescription and 'over-the-counter' medications used in accordance with the purpose for which they were prescribed or manufactured.

School Premises – School grounds, including buildings, open spaces, vehicles, off-campus property, and off-campus school sponsored or school related functions.

Alcohol – Any beverage that contains more than 0.5% alcohol by volume.

PENALTIES

Penalties for violation of the drug, alcohol, and substance abuse policy are as follows:

POSSESSION OF ALCOHOL

Any individual who enters the school's premises, including buildings, open spaces, and vehicles, with an alcoholic beverage of any amount in his or her possession, whether it be carried in hand or in a privately or school owned vehicle, is subject to a minimum action of disciplinary probation if he or she is a student, or a written warning if an employee. The beverage will be confiscated. Administrative personnel will dispose of the beverage in the presence of a third party witness. If the individual is under legal age for possession of alcohol, the individual and the substance will be turned over to the police.

A second offense will result in termination of an employee or the expulsion of a student, or required assessment and treatment for alcohol abuse, which will be at the offender's expense. If the person is of legal age, the beverage will be confiscated. Photographs will be taken as part of the documentation procedures. The beverage will then be disposed of by administrative personnel in the presence of a third party witness, If the person is under legal age, the beverage and the individual will be turned over to the police.

UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

Any individual whether staff or student, who enters the school's premises and is clearly under the influence of alcohol and/or a controlled substance, can be subject to termination. At the very least, the student will be placed on probation and the employee will receive a written warning. The Director has the right to require that an evaluation be made. In certain cases, based on the evaluation, the Director may require that an employee or a student receive appropriate treatment, Nothing in this section that required the institution to provide insurance coverage for such treatment for either employees or students.

A second offense will warrant termination if an employee, or expulsion if a student, and permanent removal from school grounds. Police will be called to remove the offender from campus.

In all cases, the Director will be notified, and will make final disciplinary determination.

CONVICTIONS

Any employee or student who is convicted of an on-campus violation or a controlled substance statute whether local, state, or federal, is required to report each violation to the appropriate school administrator within five days.

PRESCRIBED MEDICATIONS

Any student or staff member who is using a prescribed drug must report that usage to his/her supervisor.

PROCEDURE

REMOVAL TO ADMINISTRATOR'S OFFICE

Any individual who presents reasonable suspicion of drug or alcohol use, or who is clearly in possession, will be asked immediately to remove him or herself to the Administrator/s office for questioning. If the individual refuses to cooperate, the police will be called.

QUESTIONING

Questioning will remain pertinent to and be confined by the Institution's drug/alcohol/controlled substance policy. Such questions will include, but not be limited to whether alcohol or a controlled substance has been used, how much has been used at what time and under what circumstances.

SEARCHES

The accused will be asked to consent to searches of their personal property, such as bags, tool boxes, briefcases or vehicles. The accused may be asked to turn out his or her pockets, and to open concealing clothing such as jackets. **At no time will school staff members touch the accused for the purposes of search.** The school retains the right to search school property such as desks and lockers. If there is any suspicion of illegal drug usage or possession, police will be called.

CONFISCATION

All illegal substances will be confiscated and turned over to the police. If an underage student is found with alcohol, both the student and beverage will be turned over to the police. For legal age adults, photographs of the beverage container will be taken as part of documentation procedures. The beverage will be poured out in the presence of a third party witness. If items confiscated from legal adults include such things as keys or taps, which required a deposit in order to be obtained, they may be reclaimed for return after disciplinary proceedings are complete. Such items will be under the control of the administrator in charge of disciplinary action.

WITNESS

An independent witness, as designated by executive personnel, will document all proceedings, including answers to questions, search results, behaviors, confiscated materials and disposition. Other students and/or staff may be asked to provide written statements describing their observations of the incident.

EXITING THE PREMISES

After questioning and search, the offender will be required to leave the premises, if necessary. If there is any question about the person's ability to drive, whether or not that person is under the influence of a drug or alcohol, police and/or medical assistance will be called.

If any individual is so affected that he/she cannot communicate effectively, police will be notified. A search will still be conducted, except of the offender. Questioning will occur after the offender is able to represent him/herself in a sober condition. Return to the campus will only be with the Director's approval.

APPLICABLE LEGAL SANCTIONS

The acquisition, possession, transportation, and consumption of alcoholic beverages are governed by various statutes of the State of Colorado and regulations of the Colorado Liquor Enforcement Code, as well as federal regulations. These statutes and regulations are in full legal force and effect on this school campus, and they apply to the conduct of school functions occurring both on and off the campus. All persons and organizations are subject to these guidelines and regulations, and are responsible for knowledge of the statutes and regulations of Colorado. Applicable laws are available for examination in the Liquor Enforcement Division of the Department of Revenue and the Division of Highway Safety offices, and in the school offices. Important legal provisions include the following:

1. The minimum age in Colorado for the purpose of purchase, consumption or possession of alcoholic beverages is 21 years.
2. It is illegal to furnish or serve alcoholic beverages to any person under 21.
3. Local law prohibits carrying or consuming alcoholic beverages in open containers while operating a motor vehicle, regardless of a person's age.
4. No group which not licensed by the Liquor Enforcement Division, Department of Revenue, may sell alcoholic beverages.
5. Driving under the influence of alcohol (blood alcohol level of 0.05% or greater) is illegal.
6. It is illegal to drive under the influence of legal drugs if they impair a person's ability to operate a motor vehicle.

Alcohol and drunk driving offenders in Colorado are subject to the authority of two separate government systems. The court handles the legal or criminal aspects of the cases and the Motor Vehicle Department handles the administrative or civil aspects of the case.

The Federal Controlled Substance Act provides penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

HEALTH RISKS ASSOCIATED WITH USE AND ABUSE OF DRUGS AND ALCOHOL

ALCOHOL

Mouth and Esophagus: Alcohol irritates the delicate linings of the throat and esophagus. That's why it causes a burning sensation as it goes down.

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, xylose, fat, vitamin B1, vitamin B12, and amino acids.

Bloodstream: 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Alcohol causes a slowing of the circulation systems and deprives tissues of oxygen. Alcohol also slows the ability of white blood cells to engulf and destroy bacteria in the clotting ability of blood platelets.

Pancreas: Alcohol irritates the cells of the pancreas and can lead to acute hemorrhagic pancreatitis. This condition can destroy the pancreas and results in a lack of insulin.

Liver: Alcohol inflames and destroys the cells of the liver. This condition prevents bile from being properly filtered causing jaundice, a yellowing of the whites of the eyes and skin.

Heart: Alcohol causes inflammation of the heart muscles.

Urinary Bladder and Kidneys: Alcohol inflames the lining of the urinary bladder. In the kidneys, alcohol causes an increased loss of fluids through its irritating effect.

Sex Glands: Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability of male and female to climax during intercourse.

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.

MARIJUANA

Eyes and Skin: Marijuana smokers may have inflamed watery eyes, and develop wrinkled skin due to irritants present in smoke.

Mouth, Larynx, and Esophagus: Marijuana contains 50% more tar than tobacco and 400 other identified chemicals. Using 305 marijuana joints a week equals smoking 16 cigarettes daily. Smoking is associated with gum disease, loss of teeth, and cancer of the cheeks, gums, palate, tongue, lips, larynx and esophagus.

Heart: Smoking one marijuana joint may cause an increase in heart rate and blood pressure by as much as 50%.

Bladder and Kidneys: Concentration of tars, carcinogens and chemicals from marijuana in the kidneys and bladder is associated with cancers in these organs.

Bronchial and Lungs: Marijuana is a respiratory irritant that causes sore throats and chronic coughs.

Reproduction: The gonads are high fat organs that absorb and hold more THC than most other cells of the body. Males can experience lowered testosterone levels, which are essential for the development of secondary male characteristics. Users can also experience impotency and infertility. Females can experience infertility, pregnancy complications, and changes in sexual characteristics.

Brain and Central Nervous System: Marijuana use causes the synaptic cleft to enlarge which may result in impairment of speech, comprehension, memory, and sleep.

NICOTINE

Mouth, Larynx, esophagus: Smokers have three times as many cavities and lose their teeth three times more often than non-smokers. Tobacco, whether smoked or chewed, is the leading cause of cancers of the cheeks, gums, palate, tongue and lips. One pack of cigarettes smoked a day increases the chance of cancer of the esophagus by as much as 500%.

Pancreas, Bladder and Kidneys: Carcinogens absorbed from tobacco smoke and smokeless tobacco are concentrated and excreted in the urine. Consequently,

the bladder and kidneys are in constant contact with these substances. Smokers have a 505 greater rate of kidney cancer, three times more likely to die of lung cancer than non-smokers.

Reproduction: Babies born to women who smoke are lighter and smaller than those born to non-smokers. This is important because birth weight is a predictor of infant health. Smoking can contribute to infertility in women. Women who take birth control pills and who smoke run a greater risk of cancer.

Brain: Nicotine constricts blood vessels and restricts oxygen supply which affects brain function. A combination of high blood pressure and smoking is associated with stroke, the third leading cause of death in the U.S.

COCAINE / CRACK

Eyes: Cocaine users have increased sensitivity to light because of pupil dilation, may see fuzzily or see "floaters," and they have double vision or image distortion.

Nose and Mouth. Cocaine numbs the nerve endings upon contact. As the drug wears off, it causes stuffiness and the nasal membranes become tender, inflamed and dry out. Sinus headaches can also result.

Heart: Cocaine increases blood pressure and heart rate by constricting the arteries. In some users, this can cause a heart attack. It can also interfere with the pumping action of the heart and cause irregular heart beat.

Gastrointestinal System: Cocaine can cause inflammation and breakdown of small and medium arteries. It is also a natural laxative and diuretic.

Respiratory System: Cocaine can cause breathing rate to increase, and may cause or contribute to strokes through the increase of blood pressure causing blood vessels to rupture in the brain. It affects the reward centers in the brain by triggering an intense craving for more of the drug.

Reproduction: Cocaine may cause miscarriages, stillbirths, premature labor, or premature delivery. Cocaine crosses through the placenta, consequently the baby may be born addicted. It may also cause malformed kidneys and genitals, and increase the risk of seizures and crib death (sudden infant death syndrome). Cocaine can also be passed to babies through breast milk.

Brain and Central Nervous System: Cocaine stimulates the CNS which can result in restlessness, tremors, or convulsions. It alters the normal electrical activity of the brain which can result in seizures similar to epilepsy. Cocaine can contribute to strokes through the increase of blood pressure causing blood vessels to rupture in the brain. It affects the reward centers in the brain by triggering and intense craving for more of the drug.

AMPHETAMINE/ METHAMPHETAMINE / SPEED / ICE CRYSTAL

Eyes: Speed dilates the pupils and can cause blurred vision.

Nose and Mouth: Speed causes itchy nose, dry mouth and bad breath.

Skin: Speed can cause hives, severe acne, skin sores, and general flushing.

Heart: Speed can cause palpitations (increased heart rate), high blood pressure, and heart attacks.

Gastrointestinal System: Speed contributes to extreme weight loss through appetite suppression, an associated poor health habits, vitamin deficiencies, and ulcers.

Central Nervous System: Speed can cause insomnia and extended wakefulness, teeth grinding, nervous ticks, dizziness, numbness in the hands and/or feet, depletion of dopamine in the nerve cells, and the possibility of burning out nerve endings.

Reproduction: Speed used by pregnant women can cause a poorly developed brain stem in the infant which contributes to or may cause crib death. It increases the possibility of preterm labor and postpartum hemorrhage. It contributes to smaller than normal babies, feeding difficulties, slower development, and decreased alertness in infants.

General Systemic Effects: Speed can damage the brain, heart, lungs, kidneys, and liver; it lowers the resistance to disease; can cause increased or excessive perspiration and affects the body's temperature regulating system.

RESOURCES

Each facility has a listing of area alcohol and drug abuse treatment centers.

For information concerning the nearest Alcoholic Anonymous (AA) or narcotics Anonymous (NA) meeting your area contact.

80905	Alcoholics Anonymous, Colorado Springs	719-573-5020	1353 S. 8 th Street, Colorado Springs, CO
81501	Alcoholics Anonymous, Grand Junction	970-245-9649	1005 N. 12 th , 3107, Grand Junction, CO
	Alcoholics Anonymous, Pueblo	719-546-1173	4035 Club Manor Drive, Pueblo, CO 81005

Narcotics Anonymous 1-800-262-4944

There are also numerous hospitals which offer treatment, counseling and rehabilitation assistance.

BIENNIAL REVIEW

Review of the Alcohol/Drug/Controlled substance policies and procedures shall be conducted every two (2) years on a predetermined schedule. The review schedule will be determined by the organization's executive staff. The review will be conducted by an individual, or task force, who is not involved with direct application of policy and procedure, and who is assigned by the executive staff.

The purpose of the policy and procedures review is as follows:

1. to meet local, state, and federal regulations.
2. to determine appropriateness and effectiveness of policies and procedures as written, and to determine issues that may require rewriting policies and redesigning procedures.
3. to determine training/retraining needs of staff in implementation of procedure and documentation/
4. to determine effectiveness of referral to treatment, as well as of treatment,
5. to ensure proper maintenance of disciplinary records including accessibility and security.

EMPLOYEE POLICY

Drug and Alcohol Policy Version 1.0 Approved: December 16, 2013 Effective: January 1, 2014

Policy Statement:

IntelliTec Colleges, in accordance with the **Education Department General Administrative Regulations**

(EDGAR) Title 34 Part 86 Drug Prevention and Abuse, have established the following Drug and Alcohol policy. This policy prohibits, the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana.

Scope of Policy:

This policy applies to all employees, contractors, and consultants of IntelliTec on any property controlled by IntelliTec, at any IntelliTec event, or while representing IntelliTec in an official capacity.

Violation of Policy:

Disciplinary Sanctions:

Failure to comply with any aspect of this policy will result in disciplinary action, up to and including termination. Types of disciplinary actions that can be taken for a violation of this policy are outlined below. This list of actions is not progressive and may be used in any order, or in conjunction with each other, as determined appropriate for the violation.

1. Written Warning
2. Suspension of Employment
3. Termination of Employment
4. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation

IntelliTec Colleges will report violations of this policy, which also result in a violation of any applicable laws, to the appropriate law enforcement agencies. Determination will be made by the General Counsel as to which policy violations must be reported to law enforcement.

Legal Sanctions:

Various Federal, State, and local laws apply to the use or transfer of illegal drugs and to the use or transfer of legal drugs used illegally. Violation of those laws may result in some of the following

consequences:

- Conviction of Misdemeanors
- Conviction of Felonies
- Prison Sentences
- Tickets
- Revocation of Driver's License

For more information on the consequences of violating drug and alcohol laws please review the following websites:

Federal Drug Primer: http://www.ussc.gov/Legal/Primers/Primer_Drug.pdf

Federal Sentencing Laws: <http://www.famm.org/federal/UnderstandingFederalSentencingLaws.aspx>

State Drinking Laws: http://alcoholpolicy.niaaa.nih.gov/APIS_State_Profile.html?state=CO

Health Risks:

There are many health risks associated with the use of alcohol, illegal drugs, or legal drugs used illegally. Some of these risks include:

- Loss of memory
- Shrinking of the brain
- Liver disease
- Heart damage and heart attacks
- Increased risk of rape and other sexual assaults
- Increased risk of mouth, throat, lung, esophagus, liver, and colon cancer
- Increased risk of diseases such as
- HIV/AIDS, hepatitis, immune disorders, kidney failure, and sexually transmitted diseases
- Permanent and/or temporary loss of motor skills
- Tooth decay
- Weight loss
- Lesions
- Stroke

For more information on the risks associated with alcohol, illegal drugs, or legal drugs used illegally please review the following websites:

Center for Disease Control (Drug and Alcohol): <http://www.cdc.gov/>

Teens Health (Drugs and Alcohol): http://kidshealth.org/teen/drug_alcohol/

WebMD (Alcohol Abuse): <http://www.webmd.com/mental-health/alcohol-abuse/features/12-healthrisks-of-chronic-heavy-drinking>

WebMD (Drug Abuse): <http://www.webmd.com/mental-health/features/rx-drug-abuse-commondangerous>

Helpguide.org (Drug Abuse):

http://www.helpguide.org/mental/drug_substance_abuse_addiction_signs_effects_treatment.htm

Counseling and Treatment Program:

All employees have access to the confidential Employee and Student Assistance Program (ESAP) which provides substance abuse assessments and treatment. These assessments and treatments are provided at no cost to the employee.

In order to contact the ESAP provider LifeWorks:

1. Call 1-888-267-8126 and speak with a representative, or
2. Log onto www.lifeworks.com with the username: **IntelliTecStaff** and the password: **lifeworks**.

Employees can either schedule a call with a counselor or seek information regarding substance abuse on the website.

Review of Policy:

This policy will be reviewed on a biennial basis to:

1. Determine its effectiveness and implement changes to the program if they are needed; and
2. Ensure that the disciplinary sanctions described in this policy are consistently enforced.

Records of the biennial review process will be kept for a minimum of 3 years.

Annual Distribution:

On an annual basis, IntelliTec will notify its employees of this policy in writing.

Drug Testing:

Employees of IntelliTec may be subjected to the following forms of Drug testing.

Pre-Employment:

1. All persons seeking employment with IntelliTec Colleges shall undergo post-offer, preemployment drug testing. Applicants will be informed that as a condition of employment they must pass a drug-screening test.
2. Applicants who test positive will be notified that they have not met the standards for employment and informed they can have the confirmed positive test re-tested by a government certified lab selected by the employee.

Reasonable Suspicion:

1. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:
 - a. Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee; or
 - a. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
 - b. Other physical, circumstantial, or contemporaneous indicators of impairment.
2. When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager will arrange to transport the employee to the collection site, and will arrange for the employee's transport home.
3. IntelliTec Colleges will place the employee on a paid leave pending the receipt of drug testing.

Post-Accident:

An employee must submit to a drug and alcohol testing after an on the job accident.

1. An accident for purposes of this policy is defined as an incident or occurrence in which:
 - a. a person dies or requires medical treatment or
 - b. property damage is estimated at greater than \$250 or
 - c. the accident involves use of a Company vehicle or
 - d. the accident involves an employee in a personal vehicle accident while on the job.
2. An employee who is involved in an accident must immediately report the accident to his or her supervisor/manger.
3. Whenever a supervisor/manager observes or is notified of an accident as defined in #1 above, the supervisor/manager will initiate drug and alcohol testing. The supervisor/manager will order the employee to submit to a urine and/or breath test. The supervisor/manager will arrange to transport the employee to the collection site and will arrange for the employee's transport home.

Return to Duty/Follow-up Testing:

If the company elects to allow an employee to return to work following a positive test result, the

employee must first pass a drug and alcohol test and subsequently submit to a program of unannounced testing for a period of not more than twelve (12) months from the date of return to duty and submit to a counseling or treatment program if recommended after evaluation by the company ESAP provider.

Exceptions to Policy:

At certain preapproved events, the CEO/President of IntelliTec may allow alcohol to be served on campus. Any approval must be provided in writing and obtained prior to any such event. At no time will alcohol ever be made available in the presence of students.

Appendix B: New Drug & Alcohol Abuse Prevention Policy

Drug and Alcohol Abuse Prevention Policy

Version 2

Approved: April 7, 2016

Effective: April 18, 2016

Policy Statement

IntelliTec Colleges, in accordance with the Education Department General Administrative Regulations (EDGAR) Title 34 Part 86 Drug Prevention and Abuse and Section 120 of Title I of the Higher Education Act of 1965, has established the following Drug and Alcohol Abuse Prevention policy. This policy prohibits, the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana.

Scope of Policy

This policy applies to all employees, students, contractors, consultants, or any third party on any property controlled by IntelliTec, at any IntelliTec event, or while representing IntelliTec in an official capacity.

Violation of Policy

Failure to comply with any aspect of this policy will result in disciplinary action, up to and including termination or expulsion. Types of disciplinary actions that can be taken for a violation of this policy are outlined below and are dependent upon the relationship with the college and the severity of the incident and any previous disciplinary actions. This list of actions is not progressive and may be used in any order, or in conjunction with each other, as determined appropriate for the violation.

Employee Sanctions:

1. Written Warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Employment
4. Termination of Employment

Student Sanctions:

1. Written warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Enrollment
4. Expulsion

IntelliTec Colleges may report violations of this policy, which also result in a violation of any applicable laws, to the appropriate law enforcement agencies. Determination will be made in consultation with legal counsel as to which policy violations will be reported to law enforcement.

Legal Sanctions:

Various Federal, State, and local laws apply to the use or transfer of illegal drugs and to the use or transfer of legal drugs used illegally. Violation of those laws may result in some or all of the following consequences:

- Conviction of Misdemeanors
- Conviction of Felonies
- Prison Sentences
- Tickets
- Revocation of Driver's License

For more information on the consequences of violating drug and alcohol laws please review the following websites:

Federal Drug Primer: http://www.ussc.gov/sites/default/files/pdf/training/primers/2015_Primer_Drug.pdf
DEA Drug Trafficking Penalties: <http://www.dea.gov/druginfo/ftp3.shtml>
State Drinking Laws: http://alcoholpolicy.niaaa.nih.gov/APIS_State_Profile.html?state=CO

Please see appendix A for specific sanction information.

Health Risks

There are many health risks associated with the use of alcohol, illegal drugs, or legal drugs used illegally.

Some of these risks include:

- Loss of memory
- Shrinking of the brain
- Liver disease
- Heart damage and heart attacks
- Increased risk of rape and other sexual assaults
- Increased risk of mouth, throat, lung, esophagus, liver, and colon cancer
- Stroke
- Increased risk of diseases such as HIV/AIDS, hepatitis, immune disorders, kidney failure, and sexually transmitted diseases
- Permanent and/or temporary loss of motor skills
- Tooth decay
- Weight loss
- Lesions

For more information on the risks associated with alcohol, illegal drugs, or legal drugs used illegally please review the following websites:

Center for Disease Control (Drug and Alcohol):

<http://www.cdc.gov/>

Teens Health (Drugs and Alcohol):

http://kidshealth.org/teen/drug_alcohol/

WebMD (Alcohol Abuse):

<http://www.webmd.com/mental-health/alcohol-abuse/features/12-health-risks-of-chronic-heavy-drinking>

WebMD (Drug Abuse):

<http://www.webmd.com/mental-health/features/rx-drug-abuse-common-dangerous>

Helpguide.org (Drug Abuse):

http://www.helpguide.org/mental/drug_substance_abuse_addiction_signs_effects_treatment.htm

Counseling and Treatment Programs

All employees and students have access to the confidential Employee and Student Assistance Program (ESAP) which provides substance abuse assessments and treatment. These assessments and treatments are provided at no cost to the employee or student.

In order to contact the ESAP provider LifeWorks:

1. Call 1-888-267-8126 and speak with a representative, or
2. Log onto www.lifeworks.com. Employees or students can either schedule a call with a counselor or seek information regarding substance abuse on the website.
 - a. Employee username: **IntelliTecStaff** Password: **lifeworks**
 - b. Student username: **IntelliTec** Password: **lifeworks**

Additional Local Resources are available for counseling, information, and treatment programs.

Alcoholics Anonymous, Albuquerque	(505) 266-1900 www.albuquerqueaa.org
<u>Oficina Intergrupala Hispana</u>	(505) 266-3688 www.aaoficinahispanadealbuquerque.org
Alcoholics Anonymous, Colorado Springs	(719) 573-5020 www.coloradospringsaa.org
Alcoholics Anonymous, Grand Junction	(970) 245-9649 www.aa-westerncolorado.org
Alcoholics Anonymous, Pueblo	(719) 546-1173 www.puebloaa.org
Narcotics Anonymous, Albuquerque	(505) 260-9889 http://www.riograndena.org/albq.php
Narcotics Anonymous, Colorado Springs & Pueblo	(719) 637-1580 http://nacolorado.org/cospgs/
Narcotics Anonymous, Grand Junction	(970) 201-1133 http://nacolorado.org/serenityunlimited/
Narcotics Anonymous, Pueblo	(719) 569-5955

Clery Crimes

Violations of this policy that result in arrests or disciplinary action that are also considered liquor law or drug abuse law violations may need to be reported under the Clery Act crime statistics. Refer all reports of incidents to the Clery Act Coordinator for determination of reporting.

Biennial Policy Review

This policy will be reviewed on a biennial basis to:

1. Determine its effectiveness and implement changes to the program if they are needed;
2. Ensure that the disciplinary sanctions described in this policy are consistently enforced;

3. Determine the number of drug and alcohol related violations and fatalities; and
4. Identify the number and type of sanctions imposed.

Records of the biennial review process will be kept for a minimum of 3 years and are available upon request.

Annual Distribution

The Drug and Alcohol Policy will be distributed to students and employees on an annual basis. The policy must be distributed to all currently enrolled students and all employees in the following manner:

The Drug and Alcohol Policy will be published on IntelliTec's Internet website at the following url:

http://www.intellitecollege.com/your-right-to-know/healthSafety_DrugsAlcohol.pdf

An email will be sent to all current students and employees notifying of the availability of the policy. The notice will include: a statement of the report's availability; a list and brief description of the information contained in the policy; the exact address (URL) of the Internet or Intranet website at which the report is posted; and a statement that the school will provide a paper copy of the Drug and Alcohol Policy without fee upon request, written or otherwise.

The Drug and Alcohol Policy is available to prospective students and prospective employees upon request and will be maintained at the above url.

Employee Drug Testing

Employees of IntelliTec may be subjected to the following forms of drug testing.

Pre-Employment:

1. All persons seeking employment with IntelliTec Colleges shall undergo post-offer, pre-employment drug testing. Applicants will be informed that as a condition of employment they must pass a drug-screening test.
2. Applicants who test positive will be notified that they have not met the standards for employment and informed they can have the confirmed positive test re-tested by a government certified lab selected by the employee.

Reasonable Suspicion:

1. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:
 - a. Specific, personal, and articulable observations concerning the appearance, behavior, speech or performance of the employee which indicate impairment; or
 - b. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
 - c. Other physical, circumstantial, or contemporaneous indicators of impairment.
2. When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager must first obtain approval from the Vice President, Shared Services prior to testing, and upon approval, will arrange to transport the employee to the collection site and arrange for the employee's transport home.

3. IntelliTec Colleges will place the employee on a paid leave pending the receipt of drug testing.

Post-Accident:

An employee may be required to submit to a drug and alcohol testing after an on the job accident.

1. An accident for purposes of this policy is defined as an incident or occurrence in which:
 - a. a person dies or requires medical treatment or
 - b. property damage is estimated at greater than \$250 or
 - c. the accident involves use of a Company vehicle or
 - d. the accident involves an employee in a personal vehicle accident while on the job.
2. An employee who is involved in an accident must immediately report the accident to his or her supervisor/manger.
3. Whenever a supervisor/manager observes or is notified of an accident as defined in #1 above, the supervisor/manager may initiate drug and alcohol testing after receiving approval from the Vice President, Shared Services. The supervisor/manager may order the employee to submit to a urine and/or breath test. The supervisor/manager may arrange to transport the employee to the collection site and will arrange for the employee's transport home.

Return to Duty/Follow-up Testing:

If the company elects to allow an employee to return to work following a positive test result, the employee must first pass a drug and alcohol test and subsequently submit to a program of unannounced testing for a period of not more that twelve (12) months from the date of return to duty and submit to a counseling or treatment program if recommended after evaluation by the company ESAP provider.

Exceptions to Policy

At certain preapproved events, the President of IntelliTec may allow alcohol to be served on campus. Any approval must be provided in writing and obtained prior to any such event. At no time will alcohol ever be made available in the presence of students.

Appendix A: Federal Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Sche	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life	Cocaine 5 kilograms or	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If
II	Cocaine Base		Cocaine Base	
IV	Fentanyl		Fentanyl	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue	
I	Heroin		Heroin	
I	LSD		LSD	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily 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 bodily		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		

Appendix C: Additional Policies & Forms

STUDENT RESPONSIBILITIES

(CATALOG)

Personal Behavior: The College expects the highest level of integrity from its students. Stealing, bullying, disruption including refusal to take directions from authority, will not be tolerated. Use of profanity, noisy or boisterous conduct, or dishonesty, will not be tolerated either. If an incident involving misconduct occurs, involved parties may face disciplinary action up to and including expulsion from training. Students may not disrupt the functions of IntelliTec or interfere with the faculty or staff in the performance of their duties. If any student or group of students violates these regulations, the responsible person or persons may be removed from class and may be required to meet with the College's management, for disciplinary action, up to and including, expulsion. If any damages occur, the responsible individual(s) may be required to pay associated costs.

IntelliTec Colleges views bullying as a form of violence and prohibits it on its' campuses. Bullying is repeated, or severe, health-harming mistreatment of one or more persons by one or more perpetrators.

Bullying includes:

Threatening, humiliating, or intimidating behavior through verbal, social media or physical contact.

Work interference or sabotage which prevents an individual from completing their job effectively.

Social media posts regarding other students that either meet the definition of bullying or are violent in nature.

Civil Law: All students are expected to conform to all local, state, and federal laws.

Sexual Misconduct: IntelliTec will not tolerate any discrimination, harassment, or violence of any kind including, but not limited to, discrimination, harassment or violence based on sex/gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, nonconformity with sex stereotypes, age, national origin, disability, veteran status, or any other category protected by federal, state, or local law.

In addition, this policy applies to all conduct involving students, faculty, staff, and third parties that occurs on College controlled properties and at

College sponsored events, as well as offsite conduct when that conduct can affect the College community. Please see Sexual Misconduct & Discrimination Policy located at:

http://www.intellicollege.com/your-right-to-know/healthSafety_SexualMisconductDiscriminationPolicy.pdf.

Alcoholic Beverages or Drugs: The use of/or the possession of, or being under the influence of drugs or alcohol) on campus or at any function sponsored by or for a related organization is forbidden, and disciplinary action, up to and including expulsion, may be taken as outlined in the College's Drug and Alcohol Policy. Federal regulations require all students be advised, during and upon enrollment, of IntelliTec's Drug and Alcohol Abuse Prevention Program. The policy can also be viewed online at: http://www.intellicollege.com/your-right-to-know/healthSafety_DrugsAlcohol.pdf.

Academic Integrity: Any student who knowingly falsifies or is party to falsification of any official College record is subject to disciplinary action. Cheating and plagiarism will not be tolerated.

Telephone Calls: Students may not receive incoming calls at the front desk unless it is an emergency. Every effort will be made to locate the student if an emergency call is received.

Dress Code Policy and Personal Appearance: Students are being prepared for employment, and therefore are expected to dress appropriately. Attire must be neat and presentable and should conform to what is expected in the workplace. Students must maintain acceptable personal hygiene, be properly groomed at all times and maintain an acceptable appearance. Offensive, discriminatory, or derogatory symbols are not tolerated. For additional guidelines see program specific dress code or the Program Supervisor.

Children: Children are not allowed in the classroom or lab areas when students are attending class. If students bring children to the campus they must be attended at all times and disruptive behavior will not be tolerated.

Food and Drink: Food and beverages are not allowed in the lab areas. Any beverages in class must have a lid. The Tec Café is available for students to purchase food and beverages.

Tobacco Use: Smoking, vaping, or tobacco use is not allowed in the buildings. Designated smoking areas are provided outside.

Equipment: Students are responsible for the care, proper use, and return of any equipment provided by the College. Students responsible for any damage or loss of the College's equipment or property may be held financially responsible for replacement.

Secure Areas: No student will be permitted to enter any secured areas or access protected information without the express permission of a College official.

Work Areas: Students are responsible for keeping their work areas clean and orderly. Proper disposal procedures of materials must be followed.

Information Technology: Use of IntelliTec College's computers for Internet access is limited to IntelliTec College educational purposes only. Use of the Internet may be monitored, including websites that

are accessed. Students should not consider their use of the internet to be private or confidential. The downloading of pirated media or software, inappropriate, or offensive materials is not tolerated.

For more detailed information regarding internet usage, refer to the Computer Acceptable Policy at classweb.intellitec.edu.

Personal software or hardware is not permitted to be installed or used within the College campuses without approval from the College's Network Administrator. Laptop computers are permitted for academic use by the students.

NEW EMPLOYEE ORIENTATION POWERPOINT



Drug and Alcohol Policy

- ▶ IntelliTec maintains a drug & alcohol free campus.
- ▶ *IntelliTec prohibits the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including:*
 - Alcohol
 - Illegal drugs
 - Legal drugs used or to be used illegally
 - Medicinal or recreational marijuana



NO DRUG

5/26/2016

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Drug and Alcohol Policy

- ▶ The policy applies to:
 - Employees
 - Contractors
 - Consultants
 - All IntelliTec property locations
 - IntelliTec Events
 - Operating in any official IntelliTec capacity
- ▶ Failure to comply with any aspect of this policy will result in disciplinary action, up to and including termination.

5/26/2016

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Drug and Alcohol Policy

- ▶ Drug and Alcohol use poses certain risks to the individuals using the substance.
- ▶ For detailed information visit:
 - ▶ <http://www.cdc.gov/>
 - ▶ http://kidshealth.org/teen/drug_alcohol/
 - ▶ <http://www.webmd.com/mental-health/alcohol-abuse/features/12-health-risks-of-chronic-heavy-drinking>
 - ▶ <http://www.webmd.com/mental-health/features/rx-drug-abuse-common-dangerous>

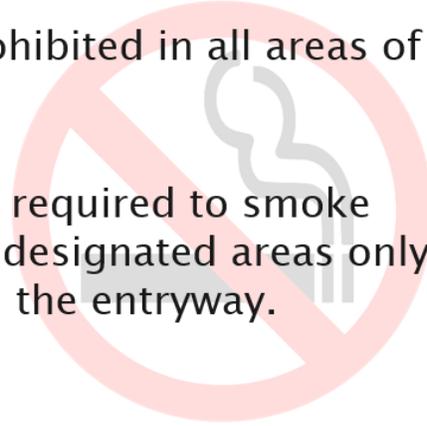
Drug and Alcohol Policy

- ▶ All employees have access to the confidential Employee and Student Assistance Program (ESAP) which provides substance abuse assessments and treatment.

Lifeworks: see benefits

Tobacco Use

- ▶ IntelliTec Colleges promotes a smoke & tobacco free environment.
- ▶ Tobacco use is strictly prohibited in all areas of all buildings.
- ▶ Employees & students are required to smoke outside of the building in designated areas only, at least 15 feet away from the entryway.



AMNESTY PROTOCOL POLICIES

Sexual Misconduct & Discrimination Policy

Amnesty

In order to encourage reports of conduct prohibited under this policy, IntelliTec Colleges will offer amnesty to the alleged victim or reporting witness with respect to any alcohol and drug use violations as defined in IntelliTec's student conduct code. IntelliTec may also offer amnesty or leniency to the alleged victim or reporting witness with respect to other violations of campus policy which may be disclosed as a result of such reports, depending on the circumstances involved. IntelliTec may recommend alcohol or drug counseling/education services through LifeWorks to students violating IntelliTec's student conduct code or drug and alcohol policies.

EMPLOYEE HANDBOOK POLICY

Drug and Alcohol Policy

IntelliTec Colleges maintains a Drug and Alcohol policy as required by Federal Regulations. IntelliTec does not allow the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana.

This policy applies to all employees, contractors, and consultants of IntelliTec on any property controlled by IntelliTec, at any IntelliTec event, or while representing IntelliTec in an official capacity.

STANDARDS OF CONDUCT FORM – WORK STUDY HIRE PACKET



CORP CS PBL GJ ALB

STANDARDS OF CONDUCT AND SAFETY RULES

1. Housekeeping is everyone's responsibility. Keep your area clean and orderly. Clean up and put equipment away when finished.
2. Be alert for, and heed all warning signs and tags on equipment and tools.
3. Report any injury/incident to your supervisor immediately and complete an Injury/Incident Report form.
4. Correct and report any unsafe conditions to your supervisor.
4. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee, student, or the work operation will not be tolerated.
5. Being impaired by, or under the influence of alcohol or unlawful drugs on our premises will not be tolerated.
6. Practice safe work procedures. When in doubt about performing a task safely, contact your supervisor for instruction and/or training.
7. Make sure all fire exits and fire doors are kept clear.
8. Always perform your assigned tasks in a safe and proper manner. Do not take short cuts.
9. Do not place speed above safety.
10. Follow safe lifting practices.
11. Engaging in other practices that may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the organization and its employees will not be tolerated.
12. Willful or repeated violations of a safety rule will result in the following consequences:

1. **Verbal warning**
2. **Written disciplinary action**
3. **Suspension**
4. **Termination**

Employee / student signature

Date

CAMPUS CRIME HANDOUT AND ACKNOWLEDGEMENT -NEW HIRE

IntelliTec Colleges CAMPUS SECURITY INFORMATION

This information is required under Public Law 102-25. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus, non-campus building/property, public property, and dorms/residential facilities on campus.

Should you witness a crime in process or are a victim of crime, IntelliTec Colleges' requests that you follow this procedure:

During school hours, notify Campus Director and the local Police Department immediately (refer to the phone numbers also listed on 'Campus Crime Statistics' summary.)

Remember: preserving evidence for proof of a criminal offense is very important.

IntelliTec Colleges does not recognize any off campus student organization that would be covered under this Act.

The purpose and authority of campus security personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus security personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus security personnel are referred to and investigated by the local law enforcement agency (if applicable.)

All crimes that are reported will be posted in the front office within a day of the reporting.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of written report and such statements may be used by campus security personnel (if applicable) and local/state law enforcement authorities for the purpose of criminal apprehension and/or prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices during orientation.

Everyone should remember that personal safety begins with you. The following should be considered:

- When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lighted area.
- Do not leave books or personal property unattended in the classroom, student lounge or library.

Information concerning registered sex offenders who are employed, enrolled or are carrying on a vocation at the Institution is available through the local Police Department, Investigation Sex Offenders Registered Program.

Sexual assault prevention programs are available.

Counseling for sex offenses is available.

If applicable and reasonably available, the institution will change the academic and living situation of a student after an alleged sex offense.

If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and accused will be informed of the institution's final determination of any institution disciplinary proceeding and any sanction imposed against the accused.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the booklet "Drug and Alcohol Prevention Program" for information concerning the campus policies and individual responsibilities required under this Act which is available at the front office.

CAMPUS CRIME AND SEXUAL ASSAULT PREVENTION POLICY

I certify that I have been advised by IntelliTec Colleges of the school's Campus crime and Sexual Assault Prevention Policy, and have been given the Campus Crime Report covering the last 3 fiscal years.

I have read and received a copy of the foregoing policy and understand that I must:

Abide by the terms of the policies:

Immediately notify the College of any suspected criminal activity occurring on campus.

Signature

Date

Appendix D: Focus Group & Management Meeting Notes

FOCUS GROUP QUESTIONS

4/14/16 –Questions for DOE’s and Campus Directors:

- 1. How is your campus distributing the Drug and Alcohol Policy to students?**
ABQ: Part of enrollment packet
CS: enrollment packet, not sure how annual distribution is being handled. Every 6 weeks the policy is reviewed during intros
GJ: Email sent out with link, enrollment packet, distributed & signed for
PB: Same as GJ
- 2. How are you ensuring all students receive it?**
ABQ: Sign off, --all campuses are requiring sign offs from students
- 3. How many drug or alcohol incidents have occurred on campus in last 2 years?**
ABQ: zero
CS: 1 incident, paraphernalia hidden in insulation (police involved/documented), no student/disciplinary referrals. Some reminders to students but no disciplinary actions.
GJ: 2 incidents; students sent home and warnings issued. Suspension included
PB: zero
- 4. Who oversees the policy at your campus including administration, monitoring and discipline?**
ABQ: Scott oversees (campus director)
CS: Adriene & Kathy oversees (DOE/ADOE), Ray is notified and aware of,
GJ: Leslie (DOE), campus director as needed
PB: Kent (DOE), campus director as needed – often referred by program sups
- 5. What employee sanctions and how many have been administered for violations of the policy?**
ABQ: none
CS: employee termination who failed pre-employment screen
GJ: employee termination who failed pre-employment screen (had not started working)
PB: none
- 6. Has alcohol been served on premises for any faculty events?**
ABQ: no
CS: no
GJ: yes, 1 time. Pre-approved tailgate
PB: no
- 7. Has your campus offered any programs or campus activities to discourage the use of alcohol/drugs? (students or faculty)**
ABQ: LifeWorks offered for student & employee (orientation/visuals/cards) – all campuses
CS: Instructor onboarding also
GJ: same
PB: same
- 8. What are the strengths of your prevention program?**
ABQ: results, no incidents at this time
CS: consistent/constant communication of program
GJ: same
PB: ensuring that all students receive material upfront and hear about it throughout their program. LifeWorks updates contribute monthly to their updates
- 9. What are the weaknesses of your prevention program?**
10. ABQ: same
11. CS: same
12. GJ: same

13. PB: education for staff/faculty for what to watch for & how to help students; workshops, annual training, "safety" brief

14. What recommendations do you have in regards to this policy/ program?

ABQ: additional training for staff/employees – identifying impairment, will send comments

CS: will send comments

GJ: likes the section on the violation of policy, clearly outlined

PB: will send comments

15. What goals and objectives should be focused on in regards to this policy/prevention over the next two years?

ABQ: understanding integration with other policies. What can we do to promote awareness month for students?

CS: student understanding, & increased training and to how this applies to safety; students in pt, auto, etc. going on break, smoking and coming back impaired

GJ: standardization of how it ties into campus crime, increased training on how this interacts with other company policies/security

PB: clear guidance and education for amendment 64 regulations, marijuana – consequence clarity for students & staff including medical marijuana

Final follow-up on new policy tomorrow for updates.

MANAGEMENT MEETING NOTES

IntelliTec Colleges
Corporate Management Meeting
Thursday, April 7, 2016
Corporate Conference Room
9:00 a.m. – 12:00 p.m.

Attendees:

Wayne Zellner

Shonna Dent

Pete Ristig

Jon Creason

Stacey Snyder

Paula Viecelli

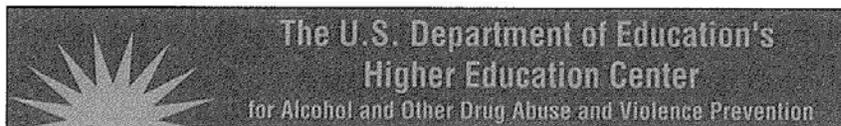
Rick Butler

Kayla Harper - notes

Purpose and Agenda:

- **Drug & Alcohol Policy update /review:** [minor formatting changes & add Clery statement/reportable items.](#)

Appendix E: Edgar Part 86 Supplemental & Compliance Checklists



SUPPLEMENTAL CHECKLIST¹ Drug-Free Schools and Campuses Regulations (EDGAR Part 86)

The Drug-Free Schools and Campuses Regulations require an institution of higher education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. **Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.**

EDGAR Part 86 establishes a set of minimum requirements for college substance use programs. Colleges and universities may have additional obligations under state law, including recent court decisions in lawsuits brought against IHEs by college and university students and employees. Consultation with an attorney knowledgeable in this area is highly recommended.

A. Description of the AOD Program Elements

1. Alcohol-Free Options

How does your campus provide an environment with alcohol-free options? Please check all that apply:

- Alcohol-free events and activities are created and promoted.
- Student service learning or volunteer opportunities are created, publicized, and promoted.
- Community service work is required as part of the academic curriculum.
- The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings. *Tex cafe*
- The student center, fitness center, or other alcohol-free settings have expanded hours.
- Nonalcoholic beverages are promoted at events.
- Does not promote alcohol-free options.
- Other: _____

Examples of campuses that offer alcohol-free options can be found at www.higheredcenter.org/ideasamplers: Pennsylvania State University, Ohio State University, and University of North Carolina.

¹ This checklist can be found online at www.higheredcenter.org/dfsca/supp-checklist.html.

2. Normative Environment

How does your campus create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

- College admissions procedures promote a healthy environment.
- The academic schedule offers core classes on Thursdays, Fridays, and Saturdays.
- Exams/projects increasingly require class attendance and academic responsibility.
- Substance-free residence options are available.
- The campus encourages an increase in academic standards.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
- Faculty are encouraged to engage in a higher level of contact with students.
- Students are educated about misperceptions of drinking norms.
- Student leadership (e.g., orientation leaders, resident assistants, fraternity and sorority members, athletes, student organizations) promotes positive, healthy norms.
- Students have opportunities to advise and mentor peers.
- Pro-health messages are publicized through campus and community media channels.
- Does not promote a normative environment.
- Other: _____

Examples of campuses that promote a normative environment can be found at www.higheredcenter.org/ ideasamplers: Santa Clara University, Northern Illinois University, and University of Arizona.

3. Alcohol Availability

How does your AOD prevention program limit alcohol availability? Please check all that apply:

- Alcohol is banned or restricted on campus.
- Alcohol use is prohibited in public places.
- Delivery or use of kegs or other common containers is prohibited on campus.
- Alcohol servers are required to be registered and trained.
- Server training programs are mandatory.
- Guidelines for off-campus parties are disseminated.
- The number and concentration of alcohol outlets near campus are regulated.
- The costs of beer and liquor licenses are raised.
- The days or hours of alcohol sales are limited.

- The container size of alcoholic beverages is reduced.
- Alcohol is regulated by quantity per sale.
- Keg registration is required.
- State alcohol taxes are increased.
- Does not limit alcohol availability.
- Other: _____
- _____
- _____
- _____

Examples of campuses that limit alcohol availability can be found at www.higheredcenter.org/ideasamplers: Lehigh University, Michigan State University, and University of Colorado.

4. Marketing and Promotion of Alcohol

How does your AOD prevention program limit marketing and promotion of alcohol on and off campus? Please check all that apply:

- Alcohol advertising on campus is banned or limited.
- Alcohol industry sponsorship for on-campus events is banned or limited.
- Content of party or event announcement is limited.
- Alcohol advertising in the vicinity of campus is banned or limited.
- Alcohol promotions with special appeal to underage drinkers is banned or limited.
- Alcohol promotions that show drinking in high-risk contexts is banned or limited.
- Pro-health messages that counterbalance alcohol advertising are required.
- Cooperative agreements are endorsed to institute a minimum price for alcoholic drinks.
- Cooperative agreements are endorsed to limit special drink promotions.
- "Happy hours" is eliminated from bars in the area.
- The sale of shot glasses, beer mugs, and wine glasses at campus bookstores is banned.
- Does not restrict marketing and promotion of alcohol.
- Other: _____
- _____
- _____
- _____

Examples of campuses that limit marketing and promotion of alcohol can be found at www.higheredcenter.org/ideasamplers: Baylor University, University of Minnesota, and University at Albany, State University of New York.

5. Policy Development and Enforcement

How does your AOD prevention program develop and enforce AOD policies on and off campus? Please check all that apply:

- On-campus functions must be registered.
- ID checks at on-campus functions are enforced.
- Undercover operations are used at campus pubs and on-campus functions.
- Patrols observe on-campus parties.
- Patrols observe off-campus parties.
- Disciplinary sanctions for violation of campus AOD policies are increased.
- Criminal prosecution of students for alcohol-related offenses is increased.
- Driver's licensing procedures and formats are changed.
- Driver's license penalties for minors violating alcohol laws are enforced.
- Sellers/servers are educated about potential legal liability.
- ID checks at off-campus bars and liquor stores are enforced.
- Penalties for sale of liquor to minors are enforced.
- Laws against buying alcohol for minors are enforced.
- Penalties for possessing fake IDs are enforced.
- Undercover operations are used at retail alcohol outlets.
- DUI laws are enforced.
- Roadblocks are implemented.
- Open house assemblies are restricted.
- Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
- Does not develop or enforce AOD policies.

Other: no alcohol on campus for student events
limited for staff/faculty

Examples of campuses that increased enforcement of policies and laws can be found at www.higheredcenter.org/
idea samplers: Boston College, University of Oregon, and West Texas A&M University.

B. A Statement of AOD Program Goals and a Discussion of Goal Achievement

Please state your AOD program goals:

- enforce policies and disciplinary actions as needed
provide referrals to substance abuse prgrams. as needed
implement non-alcohol campus activities for students and staff

(Sample: The following AOD prevention goals were written in 1995 by the Substance Abuse Education Initiatives: (1) Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse. (2) Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use. (3) Provide a reasonable level of care for substance abusers through counseling, treatment, and referral. (4) Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical, and physical well-being of the members. (5) Be vocal and visionary in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

Please describe how the program's goals were achieved:

Examples of specific program goals are demonstrated by the latest awardees of the Alcohol and Other Drug Prevention Models on College Campuses Grant Competition; please see www.higheredcenter.org/grants.

C. Summaries of AOD Program Strengths and Weaknesses

What are the strengths and/or weaknesses of your AOD prevention program?

Strong policy communication
Campus is drug/alcohol free. to ensure policy requirements
are met

- need more training sessions

D. AOD Policy*

1. Policy Contents

What information do you distribute to employees and students (taking one or more classes for academic credit, not including continuing education)? Please check all that apply:

- A description of the health risks associated with alcohol abuse and the use of illegal drugs.
- A description of applicable legal sanctions under local, state, and federal laws.
- A description of any treatment, counseling, rehabilitation, or re-entry programs available at your institution.
- A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees.

Other AOD policy-related information: _____

We do not have an AOD policy.

2. Policy Distribution

Where does your institution publicize its alcohol or other drug policy? Please check all that apply:

- Student handbook
- Staff and faculty handbook
- Admissions materials
- Course catalogs
- Class schedules
- Employee paychecks
- Student's academic orientation
- Residence hall orientation
- Staff and faculty orientation
- Formal speaking engagements
- Other: _____
- We do not publicize our alcohol/drug policy.

Please see the publication *Setting and Improving Policies for Reducing Alcohol and Other Drug Problems on Campus* at the Web site of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention at www.higheredcenter.org.

*** Please attach copies of the policies distributed to students and employees.**

E. Recommendations for Revising AOD Prevention Programs

Please offer any recommendations for revising AOD prevention programs and/or policies:

Policy revised - combined employee w/ students

Appendix 2
PART 86 COMPLIANCE CHECKLIST

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes No
If yes, where is it located? Corporate office, available online, @
Consumer information page
2. Does the institution provide *annually* to *each employee* and *each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
- a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
Students: Yes No Staff and Faculty: Yes No
 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
Students: Yes No Staff and Faculty: Yes No
 - c. A description of applicable legal sanctions under local, state, or federal law
Students: Yes No Staff and Faculty: Yes No
 - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs
Students: Yes No Staff and Faculty: Yes No
 - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
Students: Yes No Staff and Faculty: Yes No
3. Are the above materials distributed to students in one of the following ways?
- a. Mailed to each student (separately or included in another mailing)
Yes No
 - b. Through campus post offices boxes
Yes No
 - c. Class schedules which are mailed to each student
Yes No
 - d. During freshman orientation
Yes No
 - e. During new student orientation
Yes No

- f. In another manner (describe) enrollment process ppwk,
emailed annually
4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?
Yes No
5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes No
6. Are the above materials distributed to staff and faculty in one of the following ways?
- a. Mailed
Staff: Yes No Faculty: Yes No
- b. Through campus post office boxes
Staff: Yes No Faculty: Yes No
- c. During new employee orientation
Staff: Yes No Faculty: Yes No
- d. In another manner (describe) ADP Software - Acknowledge policy
7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?
Staff: Yes No Faculty: Yes No
8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
Staff: Yes No Faculty: Yes No
9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?
- a. Conduct student alcohol and drug use survey
Yes No
- b. Conduct opinion survey of its students, staff, and faculty
Students: Yes No Staff and Faculty: Yes No
- c. Evaluate comments obtained from a suggestion box
Students: Yes No Staff and Faculty: Yes No
- d. Conduct focus groups
Students: Yes No Staff and Faculty: Yes No
- e. Conduct intercept interviews
Students: Yes No Staff and Faculty: Yes No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
Students: Yes No Staff and Faculty: Yes No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
Students: Yes No Staff and Faculty: Yes No

h. Other (please list)

10. Who is responsible for conducting these biennial reviews?

Corporate office / campus directors

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review? Yes No

12. Where is the biennial review documentation located?

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13. Comments

