

Drug and Alcohol Prevention Policy



L'ESPRIT ACADEMY POLICY ON A DRUG-FREE WORKPLACE/SCHOOL

L'esprit Academy is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace and Drug and Alcohol Abuse Prevention Program (DAAPP) that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This organization encourages employees and students to voluntarily seek help with drug and alcohol problems.

We at L'esprit Academy have made a commitment to create highly skilled graduates in a well-supported student environment. L'esprit Academy has an obligation to prohibit and/or eliminate illegal drug use from the school. We honor this obligation in the following manner:

1. Imposing an absolute prohibition on the unlawful distribution, dispensation, possession, or use of a controlled substance or alcohol by any student or employee of L'esprit Academy on school property or as a part of any school activity.
2. Making available to all students and employees information concerning the health hazards involved with alcohol and drug abuse.
3. Making available to all students and employees information concerning the legal sanctions involved with the illegal use of drugs and alcohol.
4. Making available to all students and employees information concerning drug and alcohol counseling and rehabilitation services.

ON-CAMPUS PROHIBITION OF DRUGS OR ACHOHOL

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy, including students. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees and part-time employees.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in separate confidential records. Each employee, as a condition of employment, will be required to participate in reasonable suspicion and follow-up testing upon selection or request of management. The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene. Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty and referred to a substance abuse professional for assessment and recommendations. An employee will be subject to the same consequences of a positive test if he/she adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test. If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

L'esprit Academy recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy: Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help. Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Observe employee performance.
- Document negative changes and problems in performance.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

The policy will be reviewed in orientation sessions with new employees.

- Employees
- As a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Within 30 days of the employee notification of the first such conviction, the school will either terminate the employee or require written documentation from the employee that he/she has entered a rehabilitation program. A second conviction will result in termination.

Students

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone

on L'esprit Academy property or as a part of any L'esprit Academy activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should so inform Campus Security Authorities. If a final determination is made that any student of L'esprit Academy is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on L'esprit Academy property or at L'esprit Academy events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from School. L'esprit Academy imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

DISSEMINATION OF INFORMATION

Employees

The school will distribute to all employees at least annually:

1. This policy statement.
2. Information concerning health hazards of substance abuse.
3. Information concerning legal sanctions involved with the illegal use of alcohol and other drugs.
4. Information concerning drug counseling or rehabilitation.
5. Information concerning sex offenses and offenders.

Students

1. Items 1-5 in the employee dissemination section above will be provided to students at time of registration.
2. The student catalog will continue to contain a statement indicating that the unlawful possession or use of alcohol on school property is grounds for dismissal.

EFFECTIVENESS OF THIS POLICY

Management of the school will monitor the effectiveness of this policy on a biennial basis (in the months prior to October filing of Annual Safety Report) and make any necessary modification at that time. L'esprit Academy will conduct a biennial review of the DAAPP and prepare a report of findings. This review is done by the Compliance Committee and final review is by the CEO.

To determine if the DAAPP is meeting effective, L'esprit will assess:

1. Each campus and the number of violations of the conduct code with regards to Drugs & Alcohol occurred during the prior two years.
2. Each campus determining the number of students whose DAAPP violations resulted in terminations from the school.
3. Each campus, and if there are two or less individuals who had violations during the period, and one or less individual who was terminated due to a violation, then L'esprit determines there is not a drug and/or alcohol issue at the campus. If not, then the campus has a potential drug/alcohol issue at the campus.
4. The follow-up action plan required depending on the number of campuses with a potential drug/alcohol issue:
 - a. If neither campus has a potential drug/alcohol issue, then the school's DAAPP is deemed effective.
 - b. If one campus has a potential drug/alcohol issue, then school's DAAPP is deemed effective, but the campus General Manager or Campus Safety Officer, will develop a report to explain the local conditions and determine if there are local changes required.
 - c. If both L'esprit campuses have a potential drug/alcohol issue, then there may be a systemic issue with the effectiveness of school's DAAPP. In this case, the school will seek a reassessment of policy from the Compliance Committee and Advisory Board.
 - d. The report must include potential causes of the problem, recommendations of corrections, and a summary of policy adjustments to reduce or eliminate violations.

FACTS ABOUT DRUGS AND ALCOHOL

ALCOHOL AND DRUG PREVENTION POLICY

L'esprit Academy in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on L'esprit Academy property or as a part of any L'esprit Academy activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should so inform Campus Security Authorities and/or management. A good resource for information and help can be found online at <http://www.drugabuse.gov/>. The health

risks associated with the use of illicit drugs and the abuse of alcohol are:

ALCOHOL

Alcohol may provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency that allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn't get obviously drunk, no harm is done. The tolerance is only on the surface. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard alcohol, often cause dependency and may be fatal.

MARIJUANA

Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. The tar in marijuana smoke is a highly irritating carcinogenic. Long-term use may develop psychological dependence.

COCAINE

Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug. Crack or free-base rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

AMPHETAMINES AND OTHER STIMULANTS

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucination, delusions, and paranoia.

NARCOTICS (INCLUDING: HEROIN, METHADONE, MORPHINE, OPIUM, AND CODEINE)

Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

DEPRESSANTS

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems have been associated with these children.

HALLUCINOGENS

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders (depression, anxiety, and violent behavior) also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

DESIGNER DRUGS

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than the drugs that they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease; uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or

perspiration, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
Sale of a Controlled Substance	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that:

- complies with the criteria prescribed in the federal regulations; and
- includes two unannounced drug tests;
- the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- the conviction is reversed, set aside, or otherwise rendered nugatory.

LEGAL SANCTIONS

A full description of federal drug penalties can be found at: <http://www.usdoj.gov/dea/agency/penalties.htm>