

THE NEW SCHOOL CENTER FOR MEDIA

Substance Abuse Prevention Program

Revision Date: July 2022

The New School Center for Media (hereafter referred to collectively as the “School”) is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the School’s community. The abuse of alcoholic beverages, drugs, intoxicants, or other controlled substances (“substance abuse”) poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills, produce mood swings, panic, and violent and bizarre behavior, and result in loss of physical control or death.

In an effort to create and maintain a campus environment free from such substance abuse, the School has established this *Substance Abuse Prevention Program*. This program provides to the School community critical information and resources relating to substance abuse, and implements standards, policies, and procedures that foster a healthy environment for both students and employees. The program has been designed consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention), and is set forth for students and employees alike.

The School believes that the benefits of this program are manifold. The program promotes the physical and psychological health of our students, faculty, and staff, ensures our continued reputation and quality of service, protects the School’s property and operations, and enhances the safety of the general public.

Substance Abuse Standards of Conduct

As noted above, the School is dedicated to ensuring a learning and working environment free from substance-abuse. Accordingly, and as a matter of policy, the School strictly prohibits students and employees from engaging in the following conduct.

The unlawful use, possession, sale, conveyance, distribution, dispensing, purchase, storage, or manufacture of alcoholic beverages, drugs, intoxicants, or other controlled substances in any amount or in any manner:

- On School premises (including in automobiles or any other vehicle parked on School property), as part of any School activity, or during work hours (including meal periods and breaks); or
- Off School premises, if doing so impairs their ability to perform their School-related duties in any way, presents a danger to the well-being and welfare of other students or employees, or compromises the reputation of the School.

THE NEW SCHOOL CENTER FOR MEDIA

Substance Abuse Prevention Program

Over-the-Counter and Prescription Medication

Students and employees under the influence of over-the-counter or legally prescribed medication may continue to attend class or come to work, as long as they do not pose a threat to their own safety or the safety of others, or their performance is not adversely affected. Whether and to what extent performance is adversely affected will be determined by the School, in its sole discretion.

A student or employee with a medical condition that requires accommodation, including accommodation due to the effects of prescription medication, should request accommodation pursuant to the School's ADA Accommodation Policy. A student or employee under the influence of prescription medication may be required to take a leave of absence or comply with appropriate action as determined by the School.

School-sponsored Special Events

Possession and consumption of alcoholic beverages while on School premises may be authorized by the School for certain employee or student events. It is the policy of the School that employees and students participating in such events and consuming alcoholic beverages will be expected to do so in accordance with all applicable federal, state, and local laws, including laws relating to underage drinking. Further, employees and students are expected to demonstrate consideration for their safety and well-being, as well as for the safety and well-being of others, at all times before, during, and after such events.

Institutional Enforcement and Sanctions Relating to Substance Abuse

Students and employees of the School should be aware that compliance with the standards of conduct set forth above are a condition of initial and ongoing enrollment and employment, respectively. The School will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law) for violation of these rules, up to and including dismissal for students and termination of employment for employees. Depending on the circumstances, violation of these rules also may result in referral to law enforcement agencies for prosecution.

Students and employees who report to campus under the influence of alcoholic beverages, drugs, intoxicants, or other controlled substances may be removed immediately from School premises. Students and employees who report to campus under the influence of over-the-counter or legally prescribed medication may be

THE NEW SCHOOL CENTER FOR MEDIA

Substance Abuse Prevention Program

removed from School premises if the School determines that they pose a threat to their own safety or the safety of others, or that their performance is adversely affected.

On an individual referral basis, students and employees convicted of any drug law violation or otherwise found to be engaged in substance abuse may be referred to substance abuse help centers for counseling and rehabilitation. If such a referral is made, continued enrollment or employment may be subject to successful completion of any prescribed counseling or treatment program.

Students and employees who go through rehabilitation and who seek readmission or reemployment will be given equal consideration based upon their qualifications for enrollment or employment. To the extent that they may be applicable depending on the circumstances, students and employees will be afforded the benefits and protections of the Americans with Disabilities Act and the Family Medical Leave Act.

Searches of Persons and Property

The School reserves the right to carry out reasonable searches of individuals, their personal effects, their desks, and vehicles when entering School premises, while on the premises, and when leaving the premises. The only objective of all searches is to deter the illicit use, possession, sale, conveyance, distribution, dispensing, purchase, storage, or manufacture of alcoholic beverages, drugs, intoxicants, or other controlled substances. Such searches may be initiated without prior announcement and conducted at such times and locations as deemed appropriate.

A student or employee's consent to such searches is required as a condition of becoming and remaining enrolled in or employed by the School. An incumbent student or employee's refusal to consent to any such search may result in disciplinary action up to and including dismissal or termination, even for a first refusal.

Searches may be conducted using administrative personnel or law enforcement officers. Following any incident involving a search of a student or an employee, involved personnel are to contact the Director in order to prepare a written report of the incident.

Testing for Illegal Drugs

The school does not do testing for illegal drugs for students or employees.

THE NEW SCHOOL CENTER FOR MEDIA

Substance Abuse Prevention Program

Legal Sanctions Relating to Substance Abuse

Local, state, and federal laws make the unlawful use of illicit drugs and alcohol serious crimes.

State laws contain a variety of provisions governing the possession, use, and consumption of alcoholic beverages. In every State it is unlawful to sell, furnish or provide alcohol to a person under the age of 21. Also, the possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public generally is illegal. Driving while intoxicated also is illegal, independent of age. State laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs, as defined in each jurisdiction.

In addition to local and state laws, federal laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs. Among other things, federal laws make it a crime to possess drugs (including in your locker, car, purse, or house), to hold someone else's drugs, or to be in a house where people are using drugs.

Members of the School community should be aware of the serious legal penalties applied for conviction in cases of drug or alcohol abuse. Such convictions can lead to imprisonment, fines, and assigned community service. Also, courts do not lift prison sentences in order for convicted persons to attend School or continue their jobs. An offense is classified as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved. Specific legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Property seizure
- Mandated community service
- Monetary fines
- Prison sentence

Persons convicted of drug possession or sale under state or federal laws are ineligible for federal grants and loans for varying periods, depending on the number of prior offenses. A felony conviction for such an offense also can prevent a person from entering many fields of employment or professions. Under federal law, distribution of drugs to persons under 21 is punishable by twice the normal penalty with a mandatory 1 year in prison. Federal laws set substantially higher prison

THE NEW SCHOOL CENTER FOR MEDIA

Substance Abuse Prevention Program

sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance.

Criminal Convictions Relating to Substance Abuse

As a condition of initial and ongoing enrollment or employment, respectively, any student or employee who is convicted of any drug or alcohol law violation relating to conduct that occurred on School premises, as part of any School activity, or during work hours must notify the Director in writing within five calendar days of the conviction.

As required by federal law, the School will disclose in writing the conviction of any covered employee for a drug-related offense in the workplace to the U.S Department of Education and any other applicable federal agency within ten calendar days of receiving notice from the employee or others. In addition, within thirty calendar days of learning of an employee's conviction, the School will:

- Take appropriate personnel action against the employee, up to and including termination; or
- Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a Federal, State or local health, law enforcement, or other appropriate agency.

The School will provide students convicted of a federal or state drug offense that occurred during a period of enrollment with information concerning the impact of the conviction on the student's continued eligibility to receive federal financial aid. This information also is available in Appendix A to this document.

Health Risks Associated with Substance Abuse

Students and employees should be aware that the physical and psychological health risks associated with substance abuse are extreme. Marijuana can impair thinking, reading, comprehension and verbal skills; hallucinogens result in loss of control of normal thought processes; phencyclidine can produce violent and bizarre behavior; stimulants (amphetamines) may produce mood swings, panic and cardiac disturbances; cocaine is toxic, and overdoses result in death; narcotics cause dependency and severe symptoms upon withdrawal; inhalants have a high risk of sudden death; and alcohol can dull sensation and impair coordination, memory, and judgment. And these are only a few examples.

THE NEW SCHOOL CENTER FOR MEDIA

Substance Abuse Prevention Program

Preventing Substance Abuse

As noted above, in an effort to prevent substance abuse at School and at School related activities, the School has developed this *Substance Abuse Prevention Program*, through which it advances policies and sanctions and disburses information relating to health risks and treatment options, among other things.

Students and employees also can take certain steps to prevent substance abuse both on campus and away. For example, students and employees can (or can encourage others to):

- Become educated regarding substance abuse. Myths and misconceptions regarding substance abuse are common. Because your ability to make good decisions requires that you have good information, it makes sense to "get educated."
- Limit interactions with known substance abusers. If you are associating with individuals who regularly abuse alcohol or drugs, it significantly increases the likelihood that you will succumb to substance abuse.
- Be confident in your ability - and right - to make good decisions. If someone is pressuring you to engage in substance abuse, you have the right to say no, and you need not offer a reason.
- Seek out mentors who can offer you sound direction and support, and who can guide you away from substance abuse.
- Be a mentor or an advocate. You can serve as a mentor and role model for others who may be struggling and encourage others to do the same.
- Safely store and properly dispose of prescription medications and refrain from sharing prescription drugs with others.
- Refrain from supplying underage youth with alcohol and ensure that youth cannot access alcohol in the home.
- If you or someone you know is struggling with substance abuse, seek out assistance.

Reporting and Treating Substance Abuse

Students and employees are strongly encouraged to notify Cathy Taylor if they become aware of any alcohol or drug-related activity that violates the standards of conduct set out above. While care must be taken to ensure that a person is not wrongly accused of substance abuse, the School also encourages anyone who notes signs of substance abuse in another student or employee to contact Cathy Taylor.

THE NEW SCHOOL CENTER FOR MEDIA

Substance Abuse Prevention Program

Students and employees struggling with substance abuse may voluntarily contact Cathy Taylor, Director of Operations, for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs. Any such communications and related referrals will be made in confidence.

Members of the School community also may directly seek assistance from a substance abuse help center. Appendix B to this document provides contact information for both national and regional organizations offering resources and support to individuals struggling with substance abuse.

Distribution and Evaluation of Substance Abuse Prevention Program

Annual and Ongoing Distribution

In order to advance the School's goals of protecting the School community and ensuring an environment free from substance abuse, the institution has developed protocols for the consistent and wide-spread dissemination of this Substance Abuse Prevention Program disclosure (the "Disclosure") to students and employees.

All new employees are provided a copy of the Disclosure when hired, and required to acknowledge in writing their receipt and understanding of the Disclosure's contents as a condition of continued employment. To ensure that all pertinent information in the Disclosure is covered, and that new employees have an opportunity to ask questions and provide feedback, the contents of the Disclosure are covered during the employee's orientation.

Similarly, all new students are provided a copy of the Disclosure at the time of admission, and required to acknowledge in writing their receipt and understanding of the Disclosure's contents as a condition of continued enrollment. To ensure that all pertinent information in the Disclosure is covered, and that students have an opportunity to ask questions and provide feedback, new student orientation includes an interactive discussion regarding the Disclosure's contents.

Each year, all current employees and students are provided with a current, written copy of the Disclosure. The Disclosure is sent directly to each current employee and student via electronic mail.

At all times, the Disclosure is posted and available in the consumer information section of the School's external student support website. The School's Catalog

Substance Abuse Prevention Program

and Annual Security Report both include a brief description of the Disclosure and directions for obtaining a copy of the Disclosure online or in hardcopy.

Finally, the School also makes the Disclosure available to any member of the School community or the general public at any time, upon request.