

Metro Beauty Academy, LLC
Drug & Alcohol Prevention Program

Table of Contents

- Metro Beauty Academy Policy
- Annual Notifications
- Standards of Conduct
- Disciplinary Responsibility
- Code of Conduct
- Authority
- Disciplinary Responsibility for Students
- Sanctions for Drug and Alcohol Violations
- Resources
- It's the Law
- Health Risks
- Contact Information
- Hotline Numbers

Metro Beauty Academy Policy

DRUG ABUSE AWARENESS

The administration and staff of Metro Beauty Academy are concerned about the rising use of drugs in our society. For that reason, a Drug Abuse Awareness Program has been implemented at Metro Beauty Academy. If any student has a drug problem, or is aware of another student who may have a problem, the staff is available to assist, or to refer the student to the proper community agencies.

DRUG-FREE FACILITY POLICY

Metro Beauty Academy is committed to protecting the safety, health and well-being of all employees and students. Alcohol abuse and drug use pose a significant threat to the goals of Metro Beauty Academy. Therefore, a drug-free workplace program has been established that balances 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.

One of the goals of the drug-free workplace program is to encourage students to voluntarily seek help with alcohol and/or drug problems. If, however, a student violates the policy, the consequences are serious. If a student violates the drug-free workplace policy, the proper legal authorities will be notified. Termination or suspension may result.

Annual Notifications

The Metro Beauty Academy Drug Abuse prevent program (DAPP) is distributed electronically at least annually to every student and employee.

Notifications to Students: The student policy will be emailed to students at least annually. The policy will be distributed in paper format upon request and posted on the academy's website <http://www.metrobeautyacademy.edu>.

Notifications for Employees: The Drug Free Workplace Policy will be emailed to all staff at least annually. The policy will be distributed in paper form at upon request.

In accordance with the requirements of the Drug Free Schools and Campuses Act of 1989 and the Campus Security Act of 1990, institutions must publish a Biennial Review Report containing information on campus alcohol and drug policies, programs and standards related to the institution.

Metro Beauty Academy is committed to providing a safe and healthy learning environment. High risk behaviors related to drug and alcohol abuse can lead to an unproductive and unsafe campus community. Resources for assistance can be found in the Student Handbook and Course Catalog and can be obtained from the Director of Education.

Standards of Conduct

Metro Beauty Academy expects that all students, staff, and visitors comply with federal, state, and local laws as well as the Academy policies and regulations concerning the prohibition of drugs or alcohol on campus. It is a violation of the drug-free workplace policy to consume, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. The Academy's definition of drugs is that to which the Commonwealth of Pennsylvania has determined in Act of 1972, P.L. 233, No. 64.

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 may be conducted of pockets, clothing, lockers, wallets, purses, briefcases, lunchboxes, desks, and work stations.

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 the drug-free workplace policy. The policy includes, but is not limited to students.

The 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, at company-sponsored events, and all school activities.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both students and staff have important roles to play. Students must not report to school while their ability to perform required duties is impaired.

In addition, students are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students in seeking help.
- Report dangerous behavior to Metro Beauty Academy staff.

It is the staff's responsibility to:

- Inform students, concerning the drug-free workplace policy.
- Observe student performance.
- Investigate reports of dangerous practices.
- Clearly state consequences of policy violations.

Disciplinary Responsibility

All students and staff of Metro Beauty Academy are expected to obey the law and follow the rules and regulations of the Academy, to be accountable for their own conduct, and respect the rights of others. However, those who conduct themselves in a manner deemed threatening, disorderly, disruptive, or dangerous will be disciplined. Those found responsible for violating the laws and/or rules and regulations of the Academy will be disciplined as outlined in the Metro Beauty Academy Student Handbook and Course Catalog and Employee Handbook.

Code of Conduct

Metro Beauty Academy promotes integrity, growth, and professional conduct in safe and positive learning environment.

Students are required to maintain satisfactory conduct at all times. Loud, abusive, or profane language will not be tolerated. Gossiping, harassment, fighting, causing discord of any kind, or showing disrespect and/or defiance to anyone may be grounds for termination.

Directions of instructors and Metro staff members must be followed at all times, even in the event of situations that may arise, which are not expressly mentioned in this handbook.

The use of drugs without a filled doctor's prescription is prohibited on school property. Students under the influence of drugs and/or alcohol will be sent home immediately. If this occurs, disciplinary action will be taken, which could result in suspension and/or termination.

Metro Beauty Academy reserves the right, within limits of state and federal laws, with reasonable suspicion, to examine and to test employees for presence of drug and/or alcohol. Employees may be asked to submit to a medical exam and/or submit to a urine, saliva, breath, blood, and/or hair testing for drugs and/or alcohol.

Violations of federal, state, and/or local laws and violations of the Code of Conduct are separate and therefore may be pursued independent of one another.

Authority

Regarding rules and regulations of Metro Beauty Academy it is the responsibility of staff, including but not limited to, the instructors, directors, and administrative staff to initiate, implement, and supervise the disciplinary process for students as outlined in the Metro Beauty Academy Student Handbook and Course Catalog.

Disciplinary Responsibility for Students

The Director of Education is assigned the responsibility of receiving and handling all disciplinary matters concerning the behavior of student, student groups, or student organizations found responsible for violating the Code of Conduct or concerning other matters related to student behavior.

Sanctions for Drug and Alcohol Violations

Students & Employees: One of the goals of the drug-free workplace program is to encourage students/staff to voluntarily seek help with alcohol and/or drug problems. If, however, a student/staff violates the policy, the consequences are serious.

- notification of the abuse to the proper authorities
- a Leave of Absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment; become free from any dependencies and prove it; and, certify that if he/she is reinstated, that he/she will no longer participate in abuse activities that affect performance
- expulsion or termination will be considered, based on the circumstances surrounding the violation

Any action taken by Metro Beauty Academy against a violation of the drug-free workplace policy will occur immediately upon the administration obtaining such information. The school will notify the Department of Education within 30 days of an employee or student being involved in any criminal drug statute conviction, for a violation occurring on campus.

Resources

Drug and alcohol counseling resources are available at the office of the Director of Education. At times when the office is closed students and staff may seek out any administrative staff to obtain these resources. Additional resources can be found on page 7 under Hotline Numbers. At student orientation a pamphlet, *Who Cares If I Do or Don't* is distributed to students.

Employees receive a copy of *Help Guide: Drug Abuse and Addiction*, in which all negative symptoms of drug abuse are defined.

It's the Law

Federal, state, and local laws dictate the range of legal penalties and sanctions that may result from the unlawful possession or distribution of illegal drugs and alcohol.

The Federal Controlled Substance Act dictates many of these sanctions and penalties which can be found at <https://www.deadiversion.usdoj.gov/21cfr/21usc>.

Pennsylvania Law

- The minimum age in Pennsylvania for the purchase, consumption or possession of alcoholic beverages is 21 years.
- It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
- The law prohibits carrying or consuming alcoholic beverages in open containers outdoors on public property, regardless of a person's age.
- It is illegal to possess or use false identification or to misrepresent one's age for the purpose of obtaining or consuming alcoholic beverages.
- No group which is not licensed by the Liquor Control Board (LCB) may sell alcoholic beverages. The use of chits, chips, tickets or other means of exchange in place of cash violates LCB regulations.
- It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property or annoy persons in your vicinity.
- A person under the age of 21 is prohibited from operating a motor vehicle with ANY alcohol in his/ her system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

A more complete summary of penalties related to alcohol and illicit drugs may be found online at the U.S. Drug Enforcement Administration and the Pennsylvania Liquor Control Board.

Health Risks

Metro Beauty Academy encourages employees and staff to participate in a healthy lifestyle. The use, misuse, and abuse of alcohol and other drugs may lead to serious health issues including psychological and/or physiological dependence and addiction.

Information on specific health risks associated with alcohol and other drug use is available at the office of the Director of Education. At times when the office is closed students and staff may seek out any administrative staff to obtain these resources.

Additional information concerning health risks can also be found at <https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

Contact Information

Metro Beauty Academy: 610-398-6227
Office of Director of Education: #322

Hotline Numbers

On-campus drug or alcohol counseling, treatment, or rehabilitation programs are not available at Metro Beauty Academy. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, Counseling, and Mental Health include:

- Drug Counseling & Treatment Programs: 610-595-9066
- Brookhaven Center for Counseling & Development: 610-395-3005
- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
- Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse: 1-202-357-6206
- The Center for Substance Abuse Treatment and Referral Hotline: 1-800-662-HELP
- The Center for Substance Abuse Prevention Helpline: 1-800-967-5752