

# DAAPP Disclosure for Employees & Students

*DFSCA Compliance*

*Prepared by:  
Robert Kelley  
President  
Kelley Education Inc.*

*For Distribution to Employees & Students*

*Effective 01 October 2023*

# Drug-Free Schools and Communities Act (DFSCA): DAAPP Disclosure

---

## Table of Contents

Foreword.....	3
Annual Notification.....	3
Biennial Review.....	4
Certification.....	4
Standards of Conduct.....	4
Alcohol & Drug Policies.....	5
Employee & Student Alcohol & Drug-Free Policy.....	5
Clear Statement.....	5
Suspicion of Alcohol or Drug Use.....	5
Substance Abuse Education Programs.....	6
0-1-3 Rule.....	6
Sanctions.....	6
Access to Federal Student Aid (Title IV).....	6
What if I’m convicted of a drug or alcohol offense that took place at work?.....	7
I’m a student. What happens if I violate the University’s Drug Policy?.....	7
Effects of Alcohol & Other Drugs on Health.....	7
Alcohol.....	8
Cannabis.....	8
Club/Designer Drugs.....	8
Depressants.....	8
Hallucinogens.....	8
Narcotics/Opiates.....	8
Stimulants.....	9
Tobacco.....	9
Possible Legal Sanctions & Penalties.....	9
Illinois Laws That Apply to Alcohol & Drug Abuse.....	9

Controlled Substances ..... 9

Underage Drinking ..... 9

Driving Under the Influence..... 9

Federal Laws That Apply to Alcohol & Drug Abuse ..... 10

Available Counseling ..... 10

Re-Entry ..... 10

## Foreword

This report is available:

- [www.pcec.edu/](http://www.pcec.edu/)
- [www.uofac.edu/](http://www.uofac.edu/)
- [www.uac.edu/](http://www.uac.edu/)
- On-Demand: We will print this for any student or employee or official
- School Catalog: within the official school catalog of each school

Additional information is available within the Annual Security Report; including crime statistics.

## Annual Notification

The Drug-Free Schools and Campuses Regulations (345 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education to certify implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by students and employees on its premises and as part of any of its activities.

As a requirement of the Drug Free Schools and Campuses Act, we must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol; and
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students.

## Biennial Review

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed;
- To ensure that the sanctions developed are enforced consistently
- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and types of sanctions on students or employees as a result of such violations or fatalities.

This DAAPP is reviewed through a Biennial Review process.

## Certification

Kelley Education Inc. & its Institutions of Higher Education: University of Aesthetics & Cosmetology (Chicago, IL), University of Aesthetics & Cosmetology (Downers Grove, IL), & Professional Cosmetology Education Center (El Dorado, AR) have adopted & implemented this program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on the institutions' premises and as part of any of activities in order to comply with the Drug-Free Schools and Campuses Regulations.

## Standards of Conduct

This school does not accept and will not overlook drug abuse. We want to provide the information and support to help keep you and our school drug free.

### ***We have an obligation.***

Your school has an obligation to do whatever we can to make sure our employees & students don't use drugs for two reasons:

1. We have an obligation to our community. We have made a commitment to provide the best education & the best preparation possible for a career. We want to help you find an exciting and challenging career!

### ***We simply cannot do that if employees or students are using drugs.***

2. We have an obligation to the employers who hire our graduates. They trust us to provide them with prospective employees who are job-ready!

### ***We simply cannot do that if our students or employees are using drugs.***

**WE WANT TO HELP!**

If you have questions about how drug use can affect your studies, your career, or if you need information about getting help to get off, and stay off, drugs, we can help. Please see your instructor or anyone in our admissions/administrative staff for the information and the resources you need.

## Alcohol & Drug Policies

*The information in this section is in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.<sup>i</sup> For more information, please see [https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)*

## Employee & Student Alcohol & Drug-Free Policy

Kelley Education Inc.'s Institutions are committed to maintaining an alcohol & drug– free environment for its students and employees in compliance with applicable federal, state, and local laws. Alcohol & Drug use/abuse in an educational environment is of immediate concern. From a safety perspective, the users of alcohol and/or drugs may be impaired & risk the well-being of all students, employees, & our clientele.<sup>ii</sup>

## Clear Statement

Therefore, it is the policy of Kelley Education Inc., The unlawful or unauthorized possession, use, distribution, dispensation, sale, or manufacture of controlled substances or alcohol is prohibited on institution property or as part of any institution activity anywhere.<sup>iii</sup>

Employees or students who violate federal, state, or local laws concerning drugs or alcohol are subject to criminal prosecution; those who violate our policies may also be subject to institutional sanctions or dismissal and, possibly referral for prosecution..

Specifically, sanctions will be imposed on employees and students up to and including terminations of employment, termination of education, & referral for prosecution for violations of these standards of conduct.

## Suspicion of Alcohol or Drug Use

Any employee suspecting a fellow employee or student might be suffering from alcohol or drug use, should contact their supervisor. Behaviors which may suggest alcohol/drug abuse include (but are not limited to) the following:

- Repeated accidents (on- or off-campus);
- Repeated illness absences;
- Chronic lateness or early departures;
- Significantly diminished task performance (with no other explanation); and

- Odor of alcohol, slurred speech, unsteady gait, disorientation, paranoia, hallucinations, and other physical signs of impaired function, not caused by a known medical condition.

## Substance Abuse Education Programs

We do not offer & are not qualified to offer substance abuse education programs; however, we offer our assistance to any employee or student in obtaining education about substance abuse & how to overcome addiction.

## 0-1-3 Rule

“0-1-3” is a responsible drinking rule taught on many college campuses to help students learn and remember safe drinking guidelines. The rule is: 0 if pregnant, under 21, or driving; 1 - no more than one drink per hour; and 3 - no more than three drinks per night. This educational tool and visual reminder to drink responsibly is helpful to remember.

## Sanctions

### Access to Federal Student Aid (Title IV)

Any student convicted of possessing or selling illegal drugs while receiving Title IV assistance is ineligible for federal financial aid based on the chart below.

Offense	Minimum Ineligibility Period	Maximum Ineligibility Period
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite
3 <sup>rd</sup> Offense	Indefinite	Indefinite

If convicted of both possessing and selling illegal drugs & the periods of ineligibility are different, the longer penalty will apply.

In addition, violations of federal, state, or local laws and ordinances concerning drugs and alcohol can lead to felony or misdemeanor convictions and legal sanctions, which include but are not limited to: fines, imprisonment, forfeiture of property, and loss of driving privileges.

### Institution Disciplinary Action

Under existing policies and in compliance with federal and state laws, employees are subject to disciplinary action, including discharge, for unauthorized consumption of intoxicating liquors on institutional time or property; inability to satisfactorily perform their assigned duties as a result of drinking alcoholic beverages; illegal use of drugs, narcotics, or intoxicants; unauthorized sale or distribution of drugs, narcotics, or intoxicants; or otherwise being unfit to perform job duties due to use of alcohol or illegal drugs.

The decision to terminate an employee or student need not be supported by actual proof of controlled substance, illegal drugs or alcohol use.

Within 30 days of the employee's notification of the first 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.

Employees having a problem with controlled substances or alcohol should seek professional advice and treatment. Employees may seek help for a problem or obtain a list of counseling, rehabilitation, and assistance programs confidentially by contacting the President at [Robert@uofac.edu](mailto:Robert@uofac.edu). In some cases, an employee's supervisor may direct the employee to request this information.

### **What if I'm convicted of a drug or alcohol offense that took place at work?**

You must notify the Director within five days. If you are an employee working on a federal contract or grant and are convicted of a drug or alcohol offense occurring in the workplace, the University will notify the granting or contracting federal agency within ten days of receiving notice of your conviction.

Employees convicted of a drug or alcohol offense involving the workplace may be disciplined or discharged under existing laws, policies and rules, or may be required to complete a drug rehabilitation program in order to continue employment at the University

### **I'm a student. What happens if I violate the University's Drug Policy?**

Students who illegally possess, use, distribute, sell, or manufacture drugs or alcohol are subject to University disciplinary action and may be dismissed from the University.

If there is a reasonable suspicion that a student or associate is under the influence of alcohol or a controlled substance while on school premises, the student will be required to clock out for the day and leave the premises.

The decision to terminate an employee or student need not be supported by actual proof of controlled substance, illegal drugs or alcohol use

To view the Student Standard of Conduct, please see the Student Catalog or visit our website.

## **Effects of Alcohol & Other Drugs on Health**

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of all psychoactive drugs, including alcohol. A pregnant woman who uses alcohol, cigarettes, or other drugs exposes herself and her fetus to serious risks, such as the risk of miscarriage, low birth weight, or brain damage.

Substance abuse may involve not only controlled substances and illegal drugs, but also alcohol and other substances that pose a health risk. When drugs are combined, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken singly, which can be deadly. Some of the health effects associated with the use of alcohol and other drugs are provided in more detail below.

## Alcohol

Alcohol is the drug most frequently abused. Even small amounts of alcohol can impair the judgment and coordination required to drive a car, increasing your chances of having an accident. Alcohol may be an interacting factor in the incidence of aggressive acts, including vandalism and assault and serious health problems, such as liver damage. Consuming moderate to large amounts of alcohol impairs your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

## Cannabis

Marijuana and hashish impair the user's short-term memory and comprehension. They can cause confusion, anxiety, lung damage, and abnormalities of the hormonal and reproductive systems. Hours after the feeling of getting high fades, the effects of cannabis on coordination and judgment may remain, heightening the risks involved in driving or performing other complex tasks. Cannabis, a fat soluble substance, may remain in the body system for weeks. An overdose or long-term use may bring about paranoia, panic attacks, or psychiatric problems.

## Club/Designer Drugs

The terms "club drugs" and "designer drugs" refer to a wide variety of drugs including MDMA (Ecstasy), GHB, rohypnol (roofies), ketamine (special K), methamphetamine (meth), and LSD (acid). Research indicates that these drugs can cause serious health problems or even death. They can have even more serious consequences when mixed with alcohol. Club/designer drugs are also occasionally used or administered to facilitate a sexual assault.

## Depressants

Barbiturates, benzodiazepines (e.g., valium), Quaaludes, and other depressants cause disorientation, slurred speech, and other behaviors associated with drunkenness. The effects of an overdose range from shallow breathing, clammy skin, dilated pupils, or a weak and rapid pulse that can result in coma or death.

## Hallucinogens

Hallucinogens such as LSD, MDMA PCP (angel dust), mescaline, peyote, and psilocybin (shrooms) can cause powerful distortions in perception and thinking. Intense and often unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma, and death.

## Narcotics/Opiates

Heroin, codeine, morphine, methadone, and opium are narcotics/opiates. There is a high likelihood of developing a physical and psychological dependence on these drugs. Health effects include anxiety, mood swings, nausea, confusion, constipation, and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV, the virus that causes AIDS, or other diseases significantly increases if you inject drugs and share needles.



## Stimulants

Cocaine/crack, amphetamines, and other stimulants can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. All non-prescribed stimulants are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

## Tobacco

Nicotine, the active ingredient in tobacco, increases your heart rate and raises your blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. The carbon monoxide in cigarette smoke can promote arteriosclerosis. Long-term effects of smoking cigarettes may include emphysema, chronic bronchitis, heart disease, and lung cancer.

## Possible Legal Sanctions & Penalties

### Illinois Laws That Apply to Alcohol & Drug Abuse

Recognizing that the abuse of alcohol and other dangerous substances can be harmful to the “peace, health, and welfare” of Illinois citizens [720 ILCS 570/100], the General Assembly implemented a series of laws that regulate the distribution and use of controlled substances. Below is a brief description of some of the state and federal laws used to regulate alcohol and other drugs.

### Controlled Substances

The unlawful manufacture, delivery (includes sale), or possession of controlled substances is prohibited in Illinois through the Cannabis Control Act [720 ILCS 550/] and the Illinois Controlled Substances Act [720 ILCS 570/100]. The Cannabis Control Act establishes penalties in a sharply rising progression based on the amount of substance containing cannabis involved in each case [720 ILCS 550/1]. In regard to both Acts, penalties vary with: the amount of the drug confiscated, the type of drug found, the number of previous offenses held by the individual, and whether the individual intended to manufacture, deliver or possess with intent to deliver [720 ILCS 570/401] [720 ILCS 570/402] [720 ILCS 550/4] [720 ILCS 550/5].

### Underage Drinking

The consumption of alcoholic liquor by any person under 21 years of age is illegal [235 ILCS 5/6-20]. It is also against Illinois law for anyone to permit a gathering at their residence at which one or more persons under 21 possess or consume alcoholic beverages, to rent a hotel or motel room for such purpose, or to sell or deliver alcohol to anyone under 21 or to any intoxicated person [235 ILCS 5/6-16]. It is also illegal for a person under 21 to present false identification in an attempt to purchase alcohol [235 ILCS 5/6-16].

### Driving Under the Influence

Driving while under the influence of alcohol, drugs, intoxicating compounds, or any combination thereof is against Illinois law. The Secretary of State is authorized to cancel any driver’s license or permit upon determining that the holder has been convicted of violating the Cannabis Control Act, the Illinois Controlled Substances Act, the Methamphetamine Control and Community Protection Act, or the Use of Intoxicating Compounds Act while that individual was in actual physical control of a motor vehicle [625 ILCS 5/6-201].

Substantial penalties exist for individuals driving or physically controlling a motor vehicle with a blood or breath alcohol concentration of .08 or greater [625 ILCS 5/11-501.1]. Arrests are also possible at lower alcohol levels if driving is impaired. These acts, depending on the circumstances, may incur penalties, such as a jail sentence, fines, or suspension / revocation of a driver's license. Transporting open alcohol containers in a motor vehicle is also punishable under Illinois law [625 ILCS 5/11-502].

### **Federal Laws That Apply to Alcohol & Drug Abuse**

Possession and delivery (includes sale) of controlled substances is prohibited by the United States Code, Uniform Controlled Substance Acts [21 U.S.C. 801 and following]. Similar to Illinois law, individuals can be penalized on the quantity of confiscated drugs, the type of drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. Any individual who knowingly possesses a controlled substance that is in an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for criminal and civil penalties.

### **Available Counseling**

Kelley Education Inc. does not directly offer any professional counseling, treatment or rehabilitation programs for employees or students.

Any student who suspects that he or she, or someone else, may be at risk due to use or abuse of alcohol or illicit drugs is encouraged to seek services that can be of help.

Those in need of help can access these resources via the Internet, or can call the appropriate toll-free number provided below:

- Alcoholics Anonymous 1-800-356-9996
- American Council on Alcoholism 1-800-527-5344
- Cocaine Hotline 1-800-COCAINE
- National Council on Alcoholism 1-800-NCA-CALL
- National Institute on Drug Abuse 1-800-662-HELP
- National Suicide Prevention Hotline 1-800-273-8255

### **Re-Entry**

Employees or students who have been terminated; either from employment or their education, will be considered on a case-by-case basis.

---

<sup>i</sup> A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA

<sup>ii</sup> A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws

<sup>iii</sup> A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws