

# **ACCESS CAREERS**

## **STUDENT HANDBOOK**

**2023**

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## ***MESSAGE FROM THE PRESIDENT***



### **Welcome to Access Careers!**

Since 1998, Access Careers has been providing hands-on performance-based occupational training to prepare students for entry-level employment which meet the needs of the community. Today Access Careers continues to provide career oriented programs in the fields of allied health and information technology. We know the key to a successful career begins with proper education and training. The staff and faculty at Access Careers are dedicated to providing you with the skills you need and the skills the employers demand. I encourage you to take the next step towards an exciting and rewarding new career.

Sincerely,

Harry Sawhney  
President



## **ACCESS CAREERS**

### **MISSION STATEMENT**

The mission of ACCESS CAREERS is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning.

ACCESS CAREERS assists our students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

The school was established to serve the educational needs of not only our students but also our community, local businesses, industries and government.

It is our mission to keep the American People healthy and happy throughout their lives by providing quality education and training to students, who we do believe shall bring happiness not only for themselves but for their fellow citizens as well.

We expect from our trained graduates that they will prosper in all their future endeavors by serving the community and it's people.

### **VISION STATEMENT**

In an ever-changing world, everything is taking a different shape very often.

It is our goal to keep abreast with new technologies and paradigm. We will provide our students with knowledge and skills that requires keeping them at par with any change in their respective career, hence, they will always be able to cope up with the changes and deliver services according to the current needs.

It is crucial to the institution's entire operation that the technical infrastructure be protected and secured from internal and external hardware and software threats. The Data Protection Plan describes the following elements of the work and computing environments and how the work environment will protect the data, for each of these features or their equivalent:

- a. Standalone, non-networked PC or authorized data enclave
- b. No use of the data on laptop computers
- c. Data may be used only by individuals with contractual authorization for data use
- d. Data use must be in the office environment described in the security plan and not at home or any other off-site location
- e. Password-protected access to all computers storing the data
- f. Automatic activation of password protection after five minutes of inactivity on the computer
- g. Secure storage of any and all removable devices holding the data (e.g., CDs, diskettes, zip drive disks, etc.) through encryption and storage in a locked compartment or room when not in use
- h. Storage of detailed printouts derived from data analysis in a locked compartment or room when not in use
- i. Shred all detailed listings and printouts that are no longer needed
- j. Prepare and maintain a log of all data files acquired.
- k. Record dates that data and paperwork are received and returned or destroyed
- l. Pledge to destroy or return all files containing Restricted Data at the end of the project
- m. Report any and all violations of the Data Safeguarding Plan to Administration
- n. No transmittal of data or detailed tabulations with cell sizes of less than 11 via e-mail or e-mail attachment or FTP (either over the Internet, an Intranet system, or within a local area network).
- o. Brief all staff that has access to the Restricted Data about the Data Protection Plan, appropriate data use, and penalties for inappropriate use.

### **Protection Against Power Failure:**

To protect against power failure, the server at the institution has a battery backup with automatic shutdown processes that kick in once the power goes off in order to guard against data loss or equipment failure.

### **Protection against Equipment Failure and External Threats (viruses, malware, hackers, etc.):**

The data from the server is backed up remotely every night through a backup system installed by the school. The school has a firewall with a security maintenance update license, renewed annually. In addition to these warranty and maintenance packages, we contract with a network service and consultation company for regular server and device management, maintenance, and monitoring; including break/fix when not performed in-house. Virus protection software (ESET) is installed and continuously updated (multiple times per day) on each server and workstation.

Access to information stored on these servers is restricted by user account security policies in the server based on campus, department, workgroup, and position.

### **Maintenance & Repair:**

All servers are under warranty with the manufacturer, some with a purchased extended warranty. All servers have nightly online backups to an offsite data center. Servers are replaced when determined to be obsolete or an extended warranty can no longer be purchased for the equipment. Maintenance is provided by in-house staff and through an annual contract with a technical/network servicing company.

### **Software Licensing:**

Licensing is purchased for all major software packages to maximize value. Current licensing includes products from Microsoft, GENESIS, Star Campus Solutions, Quickbooks, and others as appropriate. These license agreements are purchased annually or in multi-year bundles depending on need and value.

The students also use Elsevier and Cengage Publisher products. Students sign in to Google Classroom to access class materials for hybrid and traditional courses. Both publishers used at the college have technical support in the event the issue is not resolved with the instructor or the systems administrator on the campus level.

A systems administrator is employed by the college to maintain online and traditional education's technical needs including but not limited to technical support.

### **Student Records Security:**

Student records are maintained in GENESIS software for all Title IV students and in a new LMS-Star Campus Solutions database for all Non-Title IV students. There is a LAN network established in the school which is accessible by authorized personnel only. The network has multiple layers of password protection. Student Lab computers are also protected against any changes to the local system. Students are able to use the computers for various classes and all changes (desktop background, mouse speed, etc.) revert to the approved configuration at each restart.

### **Fireproof File Cabinets:**

All student files are kept in fireproof cabinets in the financial aid office and/or file room. Both permanent grade and attendance records are kept in the fireproof cabinets while the student is in school. When the financial aid officer is gone, the financial aid office and/or file room is locked to help ensure the records against theft, vandalism, or other adverse actions.

Electronic duplicate records for both campuses are available at the main campus. See the school's duplicate record policy for reference.

The school purchased a security system, which is monitored both through wireless devices and hardware to ensure safety and security.



**Availability and Evaluation of the Plan**

The plan is made available to the administration, faculty, and staff via the website. Upon hire, all applicable plans are made available to all employees at the college. They can access this plan at [www.acesscareers.net](http://www.acesscareers.net)

The plan is evaluated at least once annually by the administration.

## 1. **The Scope and Availability of the services**

The Media Center is available to student during regular school hours, their lunch breaks and after school. Media Center hour are from 10:00am -8:00pm Mon-Thurs. and 10:00am-4:00pm Fri-Sun. In order to enhance the academic learning received by instructors and facilitate overall academic performance, Access Careers has a Media Center that includes a library and instructional supplies designed for student and faculty use.

## 2. **A variety of current and relevant educational materials reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio visual material and equipment; internet access; and other materials to help fulfill the institution's purposes and support its educational programs.**

The library's capacity is approximately 2 students. It contains various computers with Internet access (internet resource list is available), books, magazines, journals, encyclopedias and DVD's that support the institution's purposes and educational programs. Students may review books and magazines on campus, however, no literature may leave school grounds. The library is intended to encourage studies and assist students with research. Videotapes, DVDs and online videos maybe viewed by students, with the use of a projector online training videos, maybe accessed by instructors for instructional purposes. Televisions and VCR/DVD players to accommodate instructional videos/DVD are stored in the instructors' workroom and the library and are available to be checked out by instructors in the mornings before school. Projectors are available in classrooms and computer is located in the library for instructors to utilize for the purpose of showing media during class.

## 3. **The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media center)** The Assistant Dean is responsible for the operation and maintenance of the Media Center.

To ensure that students and instructors utilize the resources and services in the process of learning, the Media Serves Coordinator communicates with the instructors to encourage students to utilize the library, especially to aid in completing assignments. Computers with Internet access are also available to accommodate students' research needs. After initial instruction and approval by a member of the faculty or staff, a student is granted access to a computer.

The Media Serves Coordinator receives input from instructors regarding supplies, equipment and learning resources. In addition, she also keeps an inventory of these items. The Media Serves Coordinator is the staff member responsible for the implementation and coordination of the media services. When the Media Serves Coordinator is not available, an instructor is delegated these responsibilities.

## 4. **Roles and responsibilities of designated staff members:**

The roles and responsibilities of all staff members are to maintain organization and cleanliness of the library. Faculty and staff must communicate with each other about any issues relating to media services such as lost or damaged references, inventory updates and technical problems. Student and faculty input are used to improve the institution's media services.



## **5. Orientation for user groups (i.e., Instructors, students and others)**

Our media center can be utilized by instructors, students and guests. Orientation for each user groups varies:

### **a. Instructors**

When a new faculty member is hired, he/she receives an orientation packet, a job description form and a tour of the campus. Along with general school policies and procedures, library rules are also explained. Thereafter, it is the instructor's responsibility to reference the Media Center Usage Policy and Procedures.

### **b. Students**

A student is acquainted with media services at the time of his/her enrollment. The Director of Admissions gives every student a complete tour of the campus and provides general information about the library. In addition, our institution's catalog identifies the library under Student Services; all students are provided with a catalog. Instructors give a full media services orientation to all students the first day instruction begins during time allotted for computer learning within their regularly scheduled class time.

### **c. Guests**

During normal school operating hours, invited guests are cordially welcomed to our facility, given a brief tour and made aware of our educational center. Reference materials are accessible to guests but may not be removed from school grounds.

## **6. Facilities essential for using media.**

The institution has the Resource Center located in the Library. This is a facility designed to be utilized for media purposes. Internet access is provided, print publications are accessible for instructor use.

## **7. Annual budgetary support for the services.**

An annual budget is developed to support our institution's media services. This budget outlines the essential materials needed to continue our goal of having proper media available to students. These figures include the purchase of additional periodicals, materials and supplies. See budget for more information.

## **8. Evaluation of the effectiveness of the media center services and utilization of the results to modify and improve media services.**

Evaluation of the effectiveness of media services is achieved through distribution of the *Media Services Evaluation* to students. This survey gives students the opportunity to rate our media services on different criteria. Furthermore, the form invites students to comment on their experience. Faculty members distribute this form to their students typically at the culmination of a program. However, since forms are regularly available in the library, students are free to complete and submit one to his/her instructor at any given time. Evaluation of our media services plan is also expanded to include the faculty, administration and advisory committee. These evaluations are used for the purpose of improving the media services provided for our students.

**9. A current inventory of media resources is maintained.**

An inventory of media resources is maintained by the Media Services Coordinator and housed in the office.

**10. Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.**

The provision to repair, maintain and or replace equipment or supplies is included in the Plan for the Repair, Replacement and Disposal of Obsolete Equipment. This Plan provides for all equipment and supplies on campus to be repaired, maintained and/or replaced when needed.

**11. Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting the objectives of the education program.**

Adequate services are provided for creating instructional media (both print and non- print) to appropriately meet the educational needs of the students and support the faculty in doing so. Request for supplies and instructional materials are submitted to the campus director for approval.

**12. Media Services, facilities and materials are accessible and available for use by students and instructors.**

Media Services materials are accessible from Mon. – Thurs. 10:00am-8:00pm and 10:00am -4:00pm on Fri-Sun. Students may request access to the Media Center at any time from the Media Services Coordinator or an Instructor if the Media Services Coordinator is not available.

**13. The institution has a line item in the annual budget to support the learning resources at the institution.**

The institution's annual budget will reflect a line item for learning resources.

In order to be a leader in the community and offer quality educational services to benefit everyone, Access Careers has a plan to improve and maintain the physical facilities.

The facilities are adequate, safe and clean. All utilities for the various areas are appropriate. A Janitorial Service Company has been hired by the school for cleaning the class rooms and the school.

On a daily basis, the person who discovers a physical problem or identifies a maintenance need reports it to the School Director in writing. Appropriate action is taken to insure the safety and well being of students, visitors and staff, as well as providing the optimal environment for learning. All persons involved are advised of appropriate actions to be taken.

Laboratory, and classroom safety policies and procedures are carried out as per OSHA requirements. A professional bio hazardous waste removal company removes disposable waste and sharps.

### **Technological Infrastructure**

All computers have internet access and a computer lab houses 15 computers. These computers are utilized as a part of the media services and for instructional purposes. There is a designated personnel in house to trouble shooting technical issues. In the event the issues cannot be solved, the school contracts a technology company to resolve matters.

The institution has a data protection plan in ensure the privacy, safety and security of data contained within the technical infrastructure of the institution network.

The institution contracts a technology company to ensure the computer system and network reliability and emergency backup for all technical services.

### **Personnel**

All personnel are expected to keep facilities at the institution clean and safe. The institution employees a cleaning person for the purpose of cleaning however, everyone working at the institution is expected to maintain a clean learning environment. Building maintenance is provided by the landlord.

### **Equipment and Supplies**

The institution has an Equipment Plan that provides for the replacement and repair of all instructional equipment and supplies. Safety of equipment and supplies is maintained by the School Director and instructors. The plan includes but is not limited to a section with relation to emergency purchases.

### **Relevant State Laws**

The President and School Director are responsible to monitor the compliance of all relevant state laws.

The current physical facilities are more than adequate to accommodate the programs that are currently offered.

The School class rooms maintenance is managed by a part time maintenance crew that is employed by Access Careers Inc. The Landlord is responsible for exterior maintenance and Access Careers Inc. manages the interior maintenance.

All buildings meet federal codes pertaining to OSHA and American Disability Act. Electrical equipment is checked for frayed wires with every use. A designated instructor for each program keeps an inventory of supplies and is responsible for ordering new supplies and equipment for their specific program.

OSHA requirements pertaining to biohazardous waste are carried out by instruction to students and personnel involved, as well as the utilization of a bio hazardous waste collection company. Improvements/upgrades in equipment and supplies are accomplished through communication and follow up with student, faculty and personnel input.

Our facility consists of the following:

- Lecture rooms equipped with the appropriate classroom furniture.
- The labs and classrooms have all the supplies needed by the students. Sinks with running water are located throughout the building for all clinical procedures.
- A library (Media Center) with books on the programs offered, magazines, trade journals, educational CDs, diskettes and videotapes.
- Media Center housing 1 computer with internet access. This area is easily accessible to the students.
- A pantry offers a refrigerator, microwave and Beverage and snacks vending is available.
- There are handicap accessible restrooms available.
- Administrative offices with computer access, phones, fax machine and copier.
- The exterior of the building is well lit and adequate parking is available.
- Meet all OSHA requirements and are equip with eye wash station in each area.
- Have disposal services for Bio hazardous waste.
- All programs meet all required OSHA regulations.

### **Evaluation and Availability of Plan**

Students are informed prior to orientation how to obtain the plan. The plan is available during operating hours for all students. Employees are given access to all applicable plans upon hire. The plan is evaluated periodically and evaluations results are used for the improvement and revision of future plans.

**Summary**

The Institution not only provides a safe, clean and adequate environment for students and staff but also the appropriate supplies to support the learning process. Furthermore, the school has a plan for reporting and dealing with incidents. Bio hazardous waste protocol is taught to all students within the curriculum. During orientation, new employees are instructed on Incident Reports and OSHA requirements for health and safety, as well as the school's policies.

Physical facilities at the institution provide adequate safe facilities with appropriate supporting utilities for classrooms, laboratories, offices, rest rooms, lounges, meeting rooms and parking.

- Educational CDs, diskettes and videotapes.
- Media Center with one computer with internet access available for students.
- A designated area utilized as a Pantry with Refrigerator, Microwave and Toaster Oven for the benefit of Faculty, Staff and Students.
- Beverage and Snacks vending is available in the main lobby.
- There are handicap accessible restrooms available.
- Administrative offices with computer access, phones, fax machine and copier.
- The exterior of the building is well lit and adequate parking is available.
- First Aid kits are available in the available in the main Administrative Office and each classroom.
- Have disposal services for Bio hazardous waste.

**Challenges and Proposed Solutions**

The Administration and the School Director will be instrumental in determining the need for repairs and maintenance of the main school, extended class rooms and branch school locations of Access Careers Inc. Access Careers Inc. has a part time maintenance person on staff.

**Summary**

The Institution not only provides a safe, clean and adequate environment for students and staff but also the appropriate supplies to support the learning process. Furthermore, the school has a plan for reporting and dealing with incidents. Bio hazardous waste protocol is taught to all students within the curriculum. During orientation, new employees are instructed on Incident Reports and OSHA requirements for health and safety, as well as the school's policies.

## **Responsibilities of the Intern/Placement Director**

Access Careers has a policy and procedure for the systematic continuous follow-up of student completers and employers of completers. The placement statistics by program is reviewed on a regular basis. Coordination of services is all encompassing, Access Careers works diligently to keep open communication between its staff, graduates and employment sites. However, in an effort to ensure that the follow-up process remains systematic and continuous, the office staff equally divides the work. The staff involved is comprised of the Internship, Placement and Administrative support.

## **Collection of Data**

As completers are directed into the workforce, follow up becomes the most important and rewarding fortune for the school. Follow up forms are filed for each student who has graduated from Access Careers. Every effort is made to contact students three times upon graduation from the institution at 3 and 6 month intervals. This follow-up procedure is conducted to be aware of graduates' needs. It not only measures a students' success but also our own.

**The collection of information from completers is done with an Exit Interview Form.** This form is completed by the student prior to graduation and assists the follow-up staff with locating the student's employment status. The student is required to list his/her current address, phone number and e-mail. Three months after the student graduates, the *Graduate/Placement Follow-Up Report* is updated. This report aids in retrieving the completer's employer information. Once an office staff member is able to contact a completer and receive the necessary employer information, then an *Employment Verification Form* is faxed or mailed to the respective employer.

**All information collected from completers and employers of completers are focused on program effectiveness for various modes of delivery and relevance to job requirements.** The *Employer Program Verification Form* is used to determine the effectiveness of our graduates' performance on the job, modes of instructional delivery and relevance to job requirements. The employer's input is vital to our follow-up procedure. It allows us to evaluate the effectiveness of our educational programs. Furthermore, we are able to improve the quality of program outcomes based on student's input via telephone and employer's input via telephone and/or survey.

**On an annual basis, placement and follow-up information is made available to all instructional personnel and administrative staff.** During this meeting, faculty and administration discuss the students' needs and goals. For example, if we see a vast number of students making a similar suggestion about his/her program or employers asking us to repeatedly drill a certain skill in the lab, then we take action to make sure these necessary changes/accommodations are implemented. **Information is utilized to evaluate and improve the quality of program outcomes.**

In summary, the institution uses placement information to evaluate and improve the quality of the courses offered. The information is gathered and then delineated down to the instructional staff members and administration. Placement information is an important tool used to improve the quality of programs offered at Access Careers.

## Scope

This plan covers the employees, students, and visitors to Access Careers.

### **Safety and Health Plan:**

The purpose of the Comprehensive Safety and Health Plan is to create and maintain a safe and healthful work place free of recognized hazards that may cause harm to employees. This plan is consistent with the guidelines set by New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

The policy states:

*“Effective management of health and safety at Access Careers is fundamental to delivering excellence in teaching and training. Health and safety should be a concern to everyone since our mutual efforts and vigilance are necessary to eliminate incidents that result in personal injury and loss of property. The majority of injuries and property loss are costly and preventable. Through the dedicated efforts of everyone involved, we can maintain a safe and healthy environment while accomplishing the mission of the school. Access Careers will make reasonable efforts to provide a safe and healthful working environment for all employees, students and others who may utilize the school’s facilities. All school departments/units will develop and implement safety policies and procedures that promote an injury free environment. Anyone engaged in School related activities must exercise personal responsibility and care to prevent injury and illness to themselves and others who may be affected by their acts or omissions. No person shall intentionally interfere with or misuse anything provided by the School in the interests of health and safety. Only properly trained individuals are permitted to use tools or operate equipment, vehicles and machines that require specific safety training for safe operation. Faculty and staff administrators will be held accountable for fulfilling their safety responsibilities. Flagrant disregard of the School’s safety policies and procedures may result in the disciplinary actions. Priority should be given to safe working conditions and job safety practices in planning, budgeting, direction, and implementation of school’s activity.”*

### **Responsibilities:**

Everyone with supervisory responsibility (faculty and staff) is to help in assuring that safe working conditions exist. Supervisors provide training for accident prevention, as necessary for those under their direction. School Administration staff members will review incident and accident reports and recommend procedures to resolve any other safety issues. All personnel will be encouraged to bring up any safety issues with their supervisor, or by directly contacting the designated Safety Monitor in the Front Office.

The Safety monitor’s responsibility includes:

- Auditing the safety program to assure compliance
- Keeping the accident prevention program up-to-date
- Scheduling health and safety training as required.
- Working with supervisors and employees to resolve safety complaints
- Keeping safety bulletin boards up-to-date
- Maintaining safety records such as copies of accident reports, training records, safety inspection reports, etc.
- Keeping all personnel aware of current safety concerns



## **Safety and Health Orientation for New Students, Faculty & Staff Members:**

All new Students, Faculty & Staff Members must receive instruction on the following:

- Procedures for reporting fire, police, or medical emergencies
- Procedures for evacuation during an emergency
- The locations of fire alarm pull stations and fire extinguishers
- Procedures for reporting all accidents and incidents to supervisors and filling out Accident/Incident Report form which is available from all administrative office
- Procedures for reporting unsafe conditions or acts to supervisors. They are to, when possible, take action to correct unsafe conditions (e.g. wiping up small, non-toxic spills, or remove a tripping hazard)
- Location of first-aid kits
- Identification and explanation of all warning signs and labels used in the work area
- The use and care of any required personal protective equipment
- Description of safety training employees are required to attend

## **Self Inspection of Work Site:**

Supervisors conduct periodic inspections of work areas under their supervision using a self-audit safety form. In addition, supervisors continually check work areas for unsafe conditions and practices so immediate corrective action can be taken. An annual self-audit inspection will be done of all work areas by the Safety Committee. The attached self-audit safety forms will be used and corrective action for problems will be noted on the forms. Files of completed self-audits will be maintained by the Safety Committee in the administrative office's permanent file.

## **Safety Meetings:**

The School's units are encouraged to meet periodically to discuss safety and health issues, and to receive new information that becomes available. Employees should also use this time to express concerns or ask questions about health and safety, although they are encouraged to raise safety concerns at any other time. We are unable to mandate regular meetings due to the varied schedules worked in the areas.

## **Accident Reporting and Investigation:**

All accidents and near accidents (incidents) are to be reported on the Accident/Incident Form and must be submitted to the Safety Monitor for the permanent records.

All accidents and/or near accidents are investigated by the supervisor and the investigation results documented on the Accident/Incident Report. Supervisors may request the assistance of all related personal to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident.

## **First Aid:**

First-aid supplies and first-aid certified individuals are stationed in all work areas. A measure to provide immediate first aid attention to personnel who suffer minor injuries, at least one personnel is trained in first aid and CPR.

## **Emergency:**

In the event of a major emergency, employees are asked not to leave without notifying their supervisor or the designated emergency coordinator first. Employees who have critical emergency duties are asked to remain on campus to address the immediate response before departing. In case of emergency please note the following numbers:

<b>Emergency Number (Fire, Police, Ambulance):</b>	<b>dial 911</b>
<b>Non Emergency Number: (Police):</b>	<b>dial 311</b>
<b>Business Owner:</b>	<b>dial 516.818.9119</b>

## **Emergency Care for Injury and Sudden Illness:**

Although medical emergencies rarely occur in schools, the potential does exist. The school has responsibility for the safety and well-being of students during the hours of school attendance, while on school property, or during school-sponsored activities. Every student will be required to provide the following emergency information at time of enrollment:

- Address and Phone Number of person to be contacted during emergency

This information will be required annually and will be kept on file in an accessible location at each school. In the event of serious injury, student will be taken to nearest hospital. An employee will wait for the ambulance service and direct the Paramedics to the proper department quickly. A school Director or its designee will accompany the student to the hospital and remain with students until the contact person arrives. Efforts to notify the contact person(s) will continue until they are completed.

The School Director will report immediately of any serious injuries suffered by students or teachers while under the jurisdiction of the school. Any staff member who witnesses an injury, or assist with care of an injury/illness will complete the injury report.

The students or staff members who object to the procedures contained in this policy are responsible for submitting to the School Director a written emergency plan for his/her approval.

## **Personal Protective/Safety Equipment:**

Employees and students must wear personal protective/safety equipment when required by regulation or when it is determined that personal protective equipment is required for an extra level of employee protection or comfort.

Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

- During New Employee Safety Orientation conducted by their supervisor
- When a job procedure changes, requiring a change in personal protective/safety equipment
- During safety meetings
- As a regular part of any written safety procedure or standard operating procedure

## **Fire and Safety:**

The building has an exit procedure to be followed in case of a fire. This procedure is rehearsed in periodic drills which are performed every quarter; however, staff and faculty are requested to discuss them with students so that no one is completely unprepared if there is an emergency.

The facility has posted safety maps denoting first aid stations, exit routes, fire extinguisher locations, and special hazard areas. A copy of the map is displayed at safety bulletin board. The facility is routinely inspected by the City of Hempstead Fire Department for compliance.

In the event of a fire, leave the building by means of the stairways and proceed down to the back of the parking lot. Fire Department regulations require that this area be cleared to facilitate their operations.

**NEVER use the Elevators in a Fire, Storm or Weather Emergency. ALWAYS use the stairways**

## **Natural Disasters:**

In the event of a ***Natural Disaster***, the following procedures should be followed:

1. **Hurricanes:** Stay away from windows. Stay inside the school building if not instructed to evacuate.
2. **Floods:** Move to the second floor of the building. Do not evacuate unless instructed to do so
3. **Severe Storms:** Stay inside school property and move away from windows, water, faucets, sinks and anything metal. Do not use the telephones. Turn off and unplug computers and any other electrical equipment.
4. **Snow Storms:** To protect all students and faculty, *Access Careers* will cancel all classes and clinical externships when these weather conditions threaten the area. Please tune the radio or television to a local station for current news. When it is announced that Nassau County Public Schools are closed, *Access Careers* will also be closed for all activities. Check the school website to find out when classes will resume. If the school has sustained damages, it will not reopen. A phone recording will relay this information. In the event of a weather emergency or cancellation of school, students are to follow the decisions of the Nassau County School Board.

## **Safety Bulletin Board:**

There is a Safety Bulletin Board located near the administrative office, near the class room and offices of all personnel.

## **Emergency Evacuation:**

In the event that a building must be evacuated for the protection and safety of members of the community, students and employees are asked to move quickly from the premises to a location specified by Public Safety Officer.

1. No one will be permitted to return to his or her office/classroom until Public Safety Officer feels confident the emergency is resolved.
2. Evacuation of a building does not mean employees are permitted to leave work for the remainder of the day or that class is canceled.
3. If it appears the evacuation will be for an extended period of time, the Facilities Coordinator will inform the faculty of other available classroom space and the Director of Human Resources or his/her designee will coordinate administrative personnel to a temporary office location.
4. If the situation takes place in a classroom building during evening hours; the Public Safety staff will work with the faculty to find suitable locations for classes.
5. If a situation arises that calls for evacuation of all buildings, school personnel and students should report to the front of the building.

## **Chain of Command Call System**

1. The School Director will receive all important updates and will then notify faculty to confirm that the school is closed and/or if the school has reopened.
2. Department supervisors are responsible for contacting their department's staff. Instructors will have a class list with students' telephone numbers on it and will be required to call their students.
3. Once a storm has passed and the faculty receives word from the School Director, each faculty member will contact their students to update them with important information. Teachers have a class roster for attendance purposes with every student's phone number available.
4. Administration will contact department supervisors who will then contact their respective team of co-workers.
5. There will be a voicemail recording of the latest data regarding school closure and a posting on the schools website: [www.accesscareers.net](http://www.accesscareers.net)

In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours the School Director will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, you must use your own judgment. We do, however, expect all employees to make every reasonable effort to report to work.

This plan will be reviewed annually by governing body and necessary amendments will be made, if and when needed.

## EMERGENCY PREPAREDNESS PROCEDURES: What To Do

### Fire

- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors of all unoccupied rooms as you exit.
- Activate the nearest fire alarm pull station.
- Evacuate the building at the nearest exit and call the emergency number listed below.
- Do not enter the building until authorized to do so by school personnel.

### Building Evacuation Procedures

- When the fire alarm is activated, evacuation is mandatory.
- Take personal belongings and dress appropriately for the weather.
- Upon exiting, proceed to the assembly area to begin the accountability process.
- Persons with disabilities are to proceed to area of assisted rescue location.

### **Shelter-In-Place Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building.**

- When notified, go inside the nearest building.
- Close all windows and doors.

### Suspicious Package

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call the emergency phone number 911.

### Suspicious Behavior

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call the emergency phone number 911 immediately.

### Bomb Threat

- Remain calm.
- Call the emergency phone number 911. Do not use cell phone.
- Follow the instructions from school personnel.

### Active Shooter

- If possible exit the building immediately and call 911.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, stay away from windows. Remain calm and quietly call 911.

- Evacuate the room only when authorities have arrived and instructed you to do so.
- DO NOT: Leave or unlock the door to “see what is happening.”
- DO NOT: Attempt to confront or apprehend the shooter, unless as a last resort.
- DO NOT: Assume someone else has called police or emergency personnel.

## PERSONAL PREPAREDNESS PLAN

The only way to prepare for an emergency is to become aware. In emergency situations, a trained mind becomes alert but an untrained mind panics. Follow the tips below to prepare:

### BEFORE: SMART THINGS TO DO NOW

- Check your building evacuation route.
- Review and remember KNOW WHAT TO DO below.
- Share the School website address with family and friends.

DURING: KNOW WHAT TO DO knowing how to react during an emergency can save your life. Try to rescue others ONLY if you can do it safely. Below are emergency scenarios that include helpful “What You Should Do” information.

### Fire

Fires are extremely dangerous and can spread very fast. If you encounter a fire in your building, get out and away from the danger. Follow directions of Administrators.

What you should do:

- Activate the nearest fire alarm pull station.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors of all unoccupied rooms as you exit.
- Evacuate the building at the nearest exit and call emergency telephone # 911.
- Go to the designated assembly area.
- DO NOT, under any circumstances, re-enter the building until authorized to do so by school personnel.

### Active Shooter

An active shooter is an event in which one or more persons commit harm through the use of firearms. View RUN, HIDE, FIGHT, a five-minute training enactment video on surviving an active shooter event to learn what you can do to protect yourself in a life threatening emergency.

What you should do:

- If possible, exit the building immediately and call 911.
- If you cannot exit: ➤ Clear the hallway immediately. ➤ Remain behind closed doors in a locked or barricaded room. ➤ Stay away from all windows. ➤ do not huddle in groups. ➤ remain calm and quietly call 911.
- DO NOT Leave or unlock the door to see what is happening.
- DO NOT attempt to confront or apprehend the shooter, except as a last resort.
- DO NOT assume someone else has called the police. YOU make the call.
- DO NOT leave until emergency personnel have arrived and given an "all clear"

## **Evacuation**

An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area within a building. This requires occupants to move out and away from a building to a designated assembly area of refuge, or out and away from a specific area within a building. An evacuation is most commonly used when there is a suspected fire or hazardous material spill in a building.

What you should do:

- Notify occupants and help those needing assistance in the immediate area.
- Activate the nearest fire alarm pull station.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit and call the emergency # 911.
- Please review the emergency evacuation routes and map.
- DO NOT, under any circumstances, re-enter the building until authorized to do so by school personnel.

## **Shelter-In-Place**

Shelter-In-Place is a procedure where an entire building population is moved to a single or multiple location(s) within a building. It is most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

What you should do:

- Stay inside the building or if outdoors immediately go into the nearest building.
- Close all windows.
- Immediately go to the designated shelter-in-place area within the building.
- Await further instructions from school personnel.
- DO NOT evacuate the building until an "all clear" is given by emergency personnel.

## **Lock Down**

Lock Down is a procedure used when there is an immediate threat to the building occupants. In the event of a lock down, students, faculty and staff would be instructed to secure themselves in the room they are in and not to leave until the situation has been resolved. This allows emergency responders to secure the students, faculty, and staff in place, address the immediate threat, render first aid if needed, and remove any innocent bystanders from immediate danger to an area of safe refuge.

What you should do:

- Stay in your room or office; lock and barricade the door and remain quiet.
- Do not attempt to leave the building or room.
- Wait until school personnel give you an "all clear" announcement.

## **Bomb**

Threat Bomb threats are taken very seriously. If you receive a call from anyone making such a threat, please act immediately.

What you should do:

- Remain calm.
- If the threat is received by phone, try to remember as much information about the phone call as possible.
- Immediately call 911 – use a campus or other hardwired phone.
- DO NOT use a cell phone, especially if you believe the location of the device is nearby.
- Follow the instructions of the communications dispatcher emergency personnel.

This plan has been developed to address the retention of students at the institution. The institution implements several strategies for retaining students.

The following are strategies the institution utilizes to maintain the retention of students:

- Faculty and staff are responsible for providing ongoing input about the retention of all students. Feedback from faculty and staff must be reported to the School Director.
- Students can be placed on attendance and/or academic improvement plans by instructors- Improvement plans are to be implemented as soon as the students are identified as being at risk of dropping out of the program. Faculty and the School Director work together to develop the most beneficial plan for each student and are responsible for following up on the progress of the completion of the plan.
- Counseling is provided for students seeking academic or other counseling. Students are to see the School Director for reference related to counseling.
- The institution provides 211 information for students seeking 211 assistance from local agencies

Students can seek counseling from the instructor or see the School Director. The School Director will advise the student or refer the student to the appropriate staff member for assistance.

The Retention Plan is evaluated annually by the administration and the results of the evaluation process is shared with faculty and staff.



Developing a variety of means for program evaluation is vital to the assessment of the effectiveness of an institution's student services. Access Careers has a Student Services Department that is administered by a designated employee. This Department provides assistance and guidance to students planning and completing their occupational education program. The chief components of this department are: Admissions Process, Social Services, Assistance in Media Center, Data Protection, Physical Resources, Placement Services and Counseling (Academic and Other).

Students are introduced to services during the admissions process and during the campus tour. Students are given introductory information regarding the function of the Student Services Department and its role in facilitating their progress towards program completion. Students are provided a more detailed description of student services and its various functions during their orientation presentation their first week on campus. The designated personnel for student services presents information on each component of student services and the availability and accessibility to these components.

Designated personnel are responsible for overseeing the components of the Student Services Department. Student Services personnel and School Director ensure that all of the components of the program are evaluated by students and staff. This information is provided to the School Director for the purpose of maintaining and improving the Students Services Center.

The Student services process begins with the Admission Process. Admission Representatives familiarize the prospective student with relation to the student services offered at the institution. Although the school has designated personnel for student services, the instructors fulfill most of our students' student service needs. If an instructor is unable to meet the needs of the student the student is referred to the School Director or the designated Student Services Personnel.

### **Media Services Assistant**

The Learning Resources Center (library) is a part of Student Services offered at the college. Designated Personnel oversee the Media Center and the instructors oversee it when designated personnel are not available. The Media Services Library provides both students and staff access to a variety of learning tools for educational purposes.

Materials include a School Library, Computers (with Internet access) and Videos/DVDs for use. The Media Services Library is available to all Students/Instructors before and after school hours and during regularly scheduled breaks.

Students and staff requiring assistance with media materials may ask designated personnel for assistance with their needs. Alternative personnel are available two nights per week to provide assistance for students attending school in the evening. Students attending evening classes may also utilize the Media Center with an instructor's approval in the event alternative personnel are unavailable.

## **Data Protection and Health and Safety**

A Data Protection Plan is in place to ensure the safety of data used at the institution, including but not limited to hackers. A Health and Safety Plan is put in place for the purpose of maintaining a health learning environment and for reporting accidents or illnesses.

## **Physical Facilities Plan and Equipment Plan**

These plans are implements to ensure that the college is maintaining, replacing and equipment and keeping the Physical Facilities in good condition. These plans are services we provide for the student to enhance their learning experience.

## **Placement and Follow-Up**

The institution offers placement services to all graduates and non-graduate completers. Designated personnel are assigned to perform placement services for the students. Follow up on graduates in completed by designated personnel at the college.

## **Grievance, Financial Aid and Student Records**

The grievance policy is published in the school catalog. Personnel are in place to work with students that have a grievance. Financial Aid assistance is available for the the Medical Assistant program. Financial Aid personnel are dedicated to inform and assist students with all Financial Aid questions.

## **Social Services**

Designated personnel shall maintain and make available to all students a directory of community resources and information. A board is also updated weekly with information pertinent students' needs.

Students requesting information regarding social services may utilize the directory of social services at any time that the Social Services Center is available. Students are required to use this service during regularly scheduled times. Times that student services is open are posted on the door of the office.

Students may access the directory independently or request assistance with utilizing the directory. Students may also utilize the student computers to access information as well.

Students are provided anonymity when utilizing the directory and services provided in the Student Services Directory.

### **Counseling**

The Student Services Coordinator is responsible for counseling students and referring them to Social Services. In addition, if a student is struggling academically the coordinator will refer them to our tutoring program and schedule an appointment to meet with the Instructor for academic counseling. Behavioral and attendance related counseling is conducted with the instructor and/or the School Director.

### **Documentation, Evaluation Methods and Dissemination Results**

The designated personnel are responsible for the tracking, evaluation and maintaining of the Student Services Department. An evaluation form is completed by a random sample of students and staff yearly. The evaluation form provides information with regard to the effectiveness of the Student Service Department, services available, and materials available. Individuals completing the evaluation form are encouraged to include any comments and feedback regarding the Student Services Department.

The information from this evaluation form is utilized by the designated personnel and the School Director for the purpose of providing the students and staff with student services, assistance and materials that furthers the education of the student population. The results of the Student Services Evaluations are disseminated at staff and faculty meetings.

Access Careers is committed to creating for its students, faculty and staff an environment in which the misuse of alcohol and drugs is minimized, which encourages moderation, safety and individual accountability, and which provides an atmosphere free of coercion and peer pressure to misuse alcoholic beverages ("alcohol"), prescription medication, or use unlawful drugs. Access Careers strongly supports educational and treatment programs as the most effective means to help reduce and prevent alcohol and drug abuse. At the same time, the School prohibits the misuse or unlawful possession or distribution of alcohol and prescription medications, as well as, unlawful possession, use, or distribution of illicit drugs by students, faculty members, or staff members while on School property or while participating in School-sponsored activities or conducting School business off-premises.

In developing this policy, we acknowledge that we cannot guarantee that policies or laws concerning the use of alcohol, medications, or illegal substance use will be observed by everyone at the School. Instead, we must also rely on the judgment of students, faculty and staff to be mindful of the health, safety and well-being of themselves, and of their friends and guests, by observing the laws and policies contained in this statement.

Access Careers confirms its compliance with the Drug Free Schools and Communities Act and is committed to maintaining a campus that promotes an atmosphere which is free of both alcohol and drugs.

Access Careers has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as, the range of school sanctions that can be imposed for violation of the school's policies regarding substance abuse. Any student or employee of Access Careers must comply with these guidelines or be subject to termination.

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226).

### **DISTRIBUTION OF ACCESS CAREER'S DRUG & ALCOHOL PREVENTION POLICY:**

Students receive notification of the Drug and Alcohol Abuse Prevention Policy during the admission process. Employees are notified that a policy is in place upon hire and that it is available any time to read in the Employee Handbook which is available in the front office.

### **STANDARDS OF CONDUCT:**

It is Access Careers's policy to prohibit both students and employees the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol anywhere on the campus or as part of any Access Careers activity. The unlawful possession, use, or distribution of illicit drugs on School premises or at School activities are strictly prohibited. The unlawful possession, misuse or distribution of prescription medication is also prohibited. The sale, service, possession, and consumption of alcoholic beverages on School premises or at related School activities must comply fully with all applicable laws.

The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

### **REPORTING AN INCIDENT:**

If a student or employee needs to report an incident please speak directly to the Campus Director or contact The Director or Recruitment Mr. Steven Weistein.

## **DRUG ABUSE POLICY:**

It is the policy of Access Careers that any person found to be in possession of, under the influence of, using, selling, offering for sale, or trading drugs or alcohol (whether or not for monetary gain) on our campus may be subject to disciplinary action up to and including dismissal from school.

## **HEALTH RISKS ASSOCIATED WITH ALCOHOL & ILLICIT DRUG USE**

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

### ***Alcohol:***

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

### ***Cigarettes and other Nicotine Products:***

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

### ***Prescription Medications:***

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

### ***Marijuana:***

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered. It can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle. Short-term effects include memory and learning problems, distorted perception and difficulty thinking and solving problems.

### ***Cocaine and Crack:***

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

### ***Barbiturates:***

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

### ***Amphetamines:***

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

### ***Hallucinogens:***

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

### ***Steroids (anabolic):***

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

### ***Narcotics:***

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

The following are summaries provided by the federal government of the health risks associated with illicit drug use and alcohol abuse. These are an overview and each individual will experience impact of the drug or alcoholic beverage in a different way given his or her physical and psychological characteristics.

## **HEALTH ISSUES RELATED TO ALCOHOL USE**

Alcoholic consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and reduce the coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses, which differ greatly for different people, can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Alcohol misuse and abuse, including excessive or "binge" drinking, can seriously affect academic, athletic, and work performance while leading to behaviors that are destructive, violent, or asocial. In particular, recent studies have revealed a strong relationship between alcohol consumption and instances of wrongful or inappropriate sexual behaviors. Studies show that people who consume large amounts of alcohol, or binge drink, are more likely to struggle with mental health problems. Alcohol misuse or abuse can be a contributory factor in

some mental illnesses, such as depression. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### HEALTH ISSUES RELATED TO DRUG USE

While adverse health effects may vary depending on the substance, most drugs can produce one or more of the following reactions: headache, nausea, dizziness, anxiety, damage to organs, addiction, and, in extreme cases, death. Interactions between drugs and alcohol can be especially extreme. Moreover, the use of drugs can result in asocial or violent behaviors and can have a severe negative effect on personal development, schoolwork, and job performance.

### HEALTH ISSUES RELATED TO PRESCRIPTION DRUG MISUSE

It is unhealthy and unsafe to take prescription drugs outside of the purpose for which it was prescribed. Some prescription medicines can be addictive, especially stimulants, painkillers, and sedatives/anti-anxiety medications. Self-medication is very dangerous and only your prescribing practitioner can decide how much of a medication you should take - this means taking the right amount at the right time, as well as adhering to the expiration date and disposing of pills appropriately.

### SCHOOL SANCTIONS

It is the school policy to discourage all violations of Federal, State, or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law will be subject to sanctions imposed by the school found below:

#### Students:

**Illicit Drugs-** If a student is found to use, sell, or transport illicit drugs, there will be zero tolerance and the student will be dismissed immediately.

**Alcohol-First Infraction -** If a student is found to use alcohol while on campus or during a school activity, the student will be suspended.

**Second Infraction -** If a student is found to be in possession of alcohol while on campus or in connection with any school activity, the student will be dismissed immediately.

#### Employees:

If an employee is found to use, sell, or transport illicit drugs or if an employee is found to be in possession of, or under the influence of alcohol on campus or in connection with any school activity, there will be zero tolerance and the employee will be dismissed immediately.

#### Financial Aid:

In general, a student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which he or she is receiving Federal student aid *will not* be eligible to receive any grant, loan, or work assistance under this applicable federal law during the period beginning on the date of such conviction and ending after the interval specified in the following table:

#### *Student Ineligibility for Grants, Loans, or Work Assistance*

For <i>possession</i> of a controlled substance, ineligibility period is:		For <i>sale</i> of a controlled substance, ineligibility period is:	
First conviction	1 year	First conviction	2 years
Second conviction	2 years	Second conviction	Indefinite
Third conviction	Indefinite		

### CRIMINAL SANCTIONS

The unlawful possession, use or distribution of illicit drugs and alcohol is punished by harsh sanctions by the State of New York and by the United States Government.

Where illicit drugs are involved, the seriousness of the offense and the penalty imposed upon conviction usually depends

upon the individual and the amount of the drug held or sold. For example, in New York State the criminal possession of four or more ounces of cocaine is a Class A-1 felony, punishable by a minimum of 15 to 25 years, and a maximum of life in prison. Fines of up to \$100,000 may also be imposed. The sale of two or more ounces of cocaine will be similarly treated. The criminal possession of more than eight ounces of marijuana is a Class E felony, punishable by up to two years in prison and a fine of up to \$5,000 as is the sale of more than 25 grams of marijuana. *It is important to be aware that, in New York, even giving or sharing drugs, including marijuana, is treated as a sale.*

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile, for instance, is presumptive evidence of knowing possession of each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating intent to prepare the substance for sale is presumptive evidence of knowing possession of anyone in close proximity.

Criminal penalties may also result from the misuse of alcoholic beverages. In New York, if one gives or sells an alcoholic beverage to a person under 21 years of age, the person commits a Class A misdemeanor, punishable by up to one year in jail and a \$1,000 fine. The sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both. Persons under the age of 21 are prohibited from possessing alcoholic beverages with intent to consume them. Each violation is punishable by a \$50 fine. The beverages may also be seized and destroyed by appropriate internal or external authorities. An individual can be fined up to \$100 and/or required to perform community service and/or required to complete an alcohol awareness program if he or she is under 21 and presents a falsified proof of age when attempting to purchase alcoholic beverages. A person can have a driver's license suspended between 90 - 180 days if he or she is under 21 and uses a driver's license to try to purchase alcohol illegally.

These are only examples of the criminal penalties that can be assessed against a person for the illegal possession, use, and distribution of alcoholic beverages and drugs. Further information regarding Federal penalties can be found on the webat: <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

It is the School's policy to discourage violations of federal, state, and local law by its employees and students. Where appropriate, the School may refer employees and students who violate such laws for prosecution by the relevant governmental authorities and will cooperate fully with such authorities.

### **COUNSELING & SUPPORT PROGRAMS**

If a student or employee is in need of assistance for drug or alcohol abuse the numbers provided below are available for assistance:

Alcoholics Anonymous – 212.870.3400

Adult Children of Alcoholics – 310.534.1815

National Drug Information Treatment and Referral Hotline – 800.662-HELP

National Association of State Alcohol/Drug Abuse Directors – 202.293.0090

National Clearinghouse for Alcohol and Drug Information – 800.729.6686

National Council on Alcoholism and Drug Dependence – 800.NCA.CALL

Alcoholism Council of Greater New York: 800-56-SOBER

New York Center for Addiction 212-966-9537

### **LEGAL REQUIREMENTS RELATED TO ALCOHOLIC BEVERAGES**

New York State law provides that:

1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.



2. No person under 21 years of age may misrepresent her/his age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
3. Proof of age must include presentation of a valid American or Canadian driver's license or no driver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.
4. No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.
5. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
6. Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
7. Events that involve money changing hands require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board. (This includes 'free' events provided by an organization that charges a membership fee).
8. In premises that hold a New York State Liquor License (limited areas, contact Events Management), all individuals and groups must adhere to the provisions of the license. No unauthorized alcohol may be brought into such areas.
9. In unlicensed premises, beer or wine may be sold or dispensed only if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained. Hard liquor is not permitted at any events.
10. Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Violation of these New York laws may subject the violator to legal penalties that range from confiscation of the beverage by a police officer to suspension of one's driver's license to fine or imprisonment. Moreover, within the School the illegal or wrongful possession, provision, or consumption of alcohol will lead to proceedings in accordance with the procedures of the respective school or administrative unit, which can include the requirement for the student to receive psychological or medical assessment and/or counseling and appropriate treatment. Disciplinary action may result in suspension or expulsion or the referral of violators for criminal prosecution. Employees should also note that they may not report to work or be at work while under the influence of alcohol or other substances.

**Federal Sanctions:**

**Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)**

# DRUG & ALCOHOL ABUSE PREVENTION POLICY

03.18

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> 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.  <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> 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.  <b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> 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.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram or less				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Chart was obtained from <http://www.dea.gov/druginfo/ftp3.shtml> (September 22, 2015)

<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p><b>First Offense:</b> 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 other than an individual.</p>
<p>Hashish More than 10 kilograms</p>	<p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Hashish Oil More than 1 kilogram</p>	
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p>	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>1 to 49 marijuana plants</p>	
<p>Hashish 10 kilograms or less</p>	
<p>Hashish Oil 1 kilogram or less</p>	

Chart was obtained from <http://www.dea.gov/druginfo/ftp3.shtml> (September 22, 2015)

**New York State Sanctions:**

NYS Penal Law Controlled Substances Offenses	Specifics	Sentence
§ 220.03 Criminal possession of a controlled substance (7 <sup>th</sup> degree).	Knowingly and unlawfully possessing a controlled substance (any substance listed in §3306 of the NYS Public Health Law other than marihuana, but including concentrated cannabis as defined in §3302 of NYS Penal Law Article 220).	<b>Class A misdemeanor:</b> imprisonment up to one year.
§ 220.06 Criminal possession of a controlled substance (5 <sup>th</sup> degree).	Knowingly and unlawfully possessing: a controlled substance with intent to sell it; or one or more preparations, compounds, mixtures or substances containing a narcotic preparation (aggregate weight of ½ oz or more); or phencyclidine (50 mg or more); or one or more preparations, compounds, mixtures or substances containing concentrated cannabis (aggregate weight of ¼ oz ounce or more); or cocaine (500 mg or more); or ketamine (more than 1,000 mg); or ketamine, and has previously been convicted of possession or the attempt to commit possession of ketamine in any amount; or one or more preparations, compounds, mixtures or substances containing gamma hydroxybutyric acid (aggregate weight of 28 g or more).	<b>Class D felony:</b> imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2 <sup>nd</sup> time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.
§ 220.09 Criminal possession of a controlled substance (4 <sup>th</sup> degree).	Knowingly and unlawfully possessing: one or more preparations, compounds, mixtures or substances containing a narcotic drug (an aggregate weight of 1/8 oz or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (an aggregate weight of ½ oz or more); or one or more preparations, compounds, mixtures or substances containing a narcotic preparation (an aggregate weight of 2 oz or more); or a stimulant (1 g or more); or lysergic acid diethylamide (1 mg or more); or a hallucinogen (25 mg or more); or a hallucinogenic substance (1 g or more); or a dangerous depressant (10 oz or more); or a depressant (2 lbs or more); or one or more preparations, compounds, mixtures or substances containing concentrated cannabis (an aggregate weight of 1 oz or more); or phencyclidine (250 mg or more); or methadone 360 mg or more); or phencyclidine (50 mg or more) with intent to sell it and has previously been convicted of an offense defined in § 220 or the attempt or conspiracy to commit any such offense); or ketamine (4,000 mg or more); or one or more preparations, compounds, mixtures or substances containing gamma hydroxybutyric acid (aggregate weight of 200 g or more).	<b>Class C felony:</b> imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2 <sup>nd</sup> time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.
§ 220.16 Criminal possession of a controlled substance (3 <sup>rd</sup> degree).	Knowingly and unlawfully possessing: a narcotic drug with intent to sell it; or a stimulant, hallucinogen, hallucinogenic substance, or lysergic acid diethylamide, with intent to sell it and has previously been convicted of an offense defined in § 220 or the attempt or conspiracy to commit any such offense; or a stimulant (1 g or more) with intent to sell it; or lysergic acid diethylamide (1 mg or more) with intent to sell it; or a hallucinogen (25 mg or more) with intent to sell it; or a hallucinogenic substance (1 g or more) with intent to sell it; or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (1/8 oz or more) with intent to sell it; or a stimulant (5 g or more); or lysergic acid diethylamide (5 mg or more); or a hallucinogen (125 mg or more); or a hallucinogenic substance (5 g or more); or one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of ½ oz or more); or phencyclidine (1250 mg or more).	<b>Class B felony:</b> imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2 <sup>nd</sup> time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.

<p>§ 220.18 Criminal possession of a controlled substance (2nd degree).</p>	<p>Knowingly and unlawfully possessing: one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of 4 oz or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (aggregate weight of 2 oz or more); or a stimulant (10 g or more); or lysergic acid diethylamide (25 mg or more); or a hallucinogen (625 mg or more); or a hallucinogenic substance (25 g or more); or methadone (2850mg or more).</p>	<p><b>Class A-II felony:</b> imprisonment 3 to 10 years. For a 2<sup>nd</sup> time offender, imprisonment for 6 to 14 years (may be sentenced to lifetime probation). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 8 to 17 years.</p>
<p>§ 220.21 Criminal possession of a controlled substance (1st degree).</p>	<p>Knowingly and unlawfully possessing: one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of 8 oz or more); or methadone (5760 mg or more).</p>	<p><b>Class A-I felony:</b> imprisonment for 8 to 20 years. For a 2<sup>nd</sup> time offender: imprisonment for 12 to 24 years. For a 2<sup>nd</sup> time offender previously convicted of a violent felony, imprisonment for 15 to 30 years.</p>
<p>§ 220.25 Criminal possession of a controlled substance (presumption).</p>	<p>The presence of a controlled substance in an automobile, other than a public omnibus, is presumptive evidence of knowing possession by each and every person in the automobile at the time the substance was found (see §220.25 for exceptions). The presence of a narcotic drug, narcotic preparation, marijuana or phencyclidine in open view in a room, other than a public place, under circumstances evincing an intent to unlawfully mix, compound, package or otherwise prepare for sale such substance is presumptive evidence of knowing possession thereof by each and every person in close proximity to such controlled substance at the time such controlled substance was found (see §220.25 for exceptions).</p>	
<p>§ 220.31 Criminal sale of a controlled substance (5th degree).</p>	<p>Knowingly and unlawfully selling a controlled substance (any substance listed in schedule I, II, III, IV or V of §3306 of the NYS Public Health Law other than marijuana, but including concentrated cannabis as defined in paragraph (a) of subdivision four of §3302 of NYS Penal Law Article 220).</p>	<p><b>Class D felony:</b> imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>
<p>§ 220.34 Criminal sale of a controlled substance (4<sup>th</sup> degree).</p>	<p>Knowingly and unlawfully selling: a narcotic preparation; or a dangerous depressant (10 oz or more) or a depressant (2 lbs or more); or concentrated cannabis as defined in §3302 of the NYS Public Health Law; or phencyclidine (50 mg or more); or methadone; or phencyclidine (any amount) and previously convicted of an offense defined in this article or the attempt or conspiracy to commit any such offense; or ketamine (4,000 mg or more); or a controlled substance in violation of section 220.31, when such sale takes place upon school grounds; or the grounds of an educational facility under circumstances evincing knowledge by the defendant that such sale is taking place upon such grounds; or one or more preparations, compounds, mixtures or substances containing gamma hydroxybutyric acid (28 g or more), as defined in §3306 of the NYS Public Health Law.</p>	<p><b>Class C felony:</b> imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.</p>
<p>§ 220.39 Criminal sale of a controlled substance (3rd degree).</p>	<p>Knowingly and unlawfully selling: a narcotic drug; or a stimulant, hallucinogen, hallucinogenic substance, or lysergic acid diethylamide (and previously convicted of an offense defined in §220 or the attempt or conspiracy to commit any such offense; or a stimulant (1 g or more); or lysergic acid diethylamide (1 mg or more); or a hallucinogen (25 mg or more); or a hallucinogenic substance (1 g or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (aggregate weight of 1/8 oz or more); or phencyclidine (250 mg or more); or a narcotic preparation to a person less than 21 years old.</p>	<p><b>Class B felony:</b> imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2<sup>nd</sup> time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.</p>
<p>§ 220.41 Criminal sale of a controlled substance (2<sup>nd</sup> degree).</p>	<p>Knowingly and unlawfully selling: one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of ½ oz or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (aggregate weight of ½ oz or more); or a stimulant (5 g or more); or lysergic acid diethylamide (5 mg or more); or a hallucinogen (125 mg or more); or a hallucinogenic substance (5 g or more); or methadone (360 mg or more).</p>	<p><b>Class A-I felony:</b> imprisonment for 8 to 20 years. For a 2<sup>nd</sup> time offender: imprisonment for 12 to 24 years. For a 2<sup>nd</sup> time offender previously convicted of a violent felony, imprisonment for 15 to 30 years.</p>

<p>§ 220.43 Criminal sale of a controlled substance (1st degree).</p>	<p>Knowingly and unlawfully selling: one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of 2 oz or more); or methadone (2880 mg or more).</p>	<p><b>Class A-II felony:</b> imprisonment 3 to 10 years. For a 2<sup>nd</sup> time: offender, imprisonment for 6 to 14 years (may be sentenced to lifetime probation). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 8 to 17 years.</p>
<p>§ 220.44 Criminal sale of a controlled substance in or near school grounds.</p>	<p>Knowingly and unlawfully selling: a controlled substance in violation of any one of subdivisions 1– 6-a of §220.34, when such sale takes place upon school grounds; or a controlled substance in violation of any one of subdivisions 1– 8 of §220.39, when such sale takes place upon school grounds; or a controlled substance in violation of any one of subdivisions 1– 6 of §220.34, when such sale takes place upon the grounds of an educational facility under circumstances evincing knowledge by the defendant that such sale is taking place upon such grounds; or a controlled substance in violation of any one of subdivisions 1–8 of §220.39, when such sale takes place upon the grounds of an educational facility under circumstances evincing knowledge by the defendant that such sale is taking place upon such grounds.</p>	<p><b>Class B felony:</b> imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2<sup>nd</sup> time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.</p>
<p>§ 220.45 Criminally possessing a hypodermic instrument.</p>	<p>Knowingly and unlawfully possessing or selling a hypodermic syringe or hypodermic needle.</p>	<p><b>Class A misdemeanor:</b> imprisonment up to one year.</p>
<p>§ 220.46 Criminal injection of a narcotic drug.</p>	<p>Knowingly and unlawfully possessing a narcotic drug and intentionally injecting, by means of a hypodermic syringe or hypodermic needle, all or any portion of that drug into the body of another person with the latter's consent.</p>	<p><b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.50 Criminally using drug paraphernalia (2<sup>nd</sup> degree).</p>	<p>Knowingly possessing or selling: diluents, dilutants or adulterants, including but not limited to, any of the following: quinine hydrochloride, mannitol, mannite, lactose or dextrose, adapted for the dilution of narcotic drugs or stimulants under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for purposes of unlawfully mixing, compounding, or otherwise preparing any narcotic drug or stimulant; or gelatine capsules, glassine envelopes, vials, capsules or any other material suitable for the packaging of individual quantities of narcotic drugs or stimulants under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for the purpose of unlawfully manufacturing, packaging or dispensing of any narcotic drug or stimulant; or scales and balances used or designed for the purpose of weighing or measuring controlled substances, under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for purpose of unlawfully manufacturing, packaging or dispensing of any narcotic drug or stimulant</p>	<p><b>Class A misdemeanor:</b> imprisonment up to one year.</p>
<p>§ 220.55 Criminally using drug paraphernalia (1st degree).</p>	<p>Committing the crime of criminally using drug paraphernalia in the second degree and having previously been convicted of criminally using drug paraphernalia in the 2<sup>nd</sup> degree.</p>	<p><b>Class D felony:</b> imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>

<p>§ 220.60 Criminal possession of precursors of controlled substances.</p>	<p>Possessing and at the same time intending to unlawfully manufacture: a controlled substance; or carbamide (urea) and propanediol and malonic acid or its derivatives; or ergot or an ergot derivative and diethylamine or dimethylformamide or diethylamide; or phenylacetone (1-phenyl-2 propanone) and hydroxylamine or ammonia or formamide or benzaldehyde or nitroethane or methylamine; or pentazocine and methyl iodide; or phenylacetone nitrile and dichloroethyl methylamine or dichloroethyl benzylamine; or diphenylacetone nitrile and dimethylaminoisopropyl chloride; or piperidine and cyclohexanone and bromobenzene and lithium or magnesium; or 2, 5-dimethoxy benzaldehyde and nitroethane and a reducing agent.</p>	<p><b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.65 Criminal sale of a prescription for a controlled substance.</p>	<p>When, being a practitioner, as that term is defined in §3302 of the NYS Public Health Law, knowingly and unlawfully selling a prescription for a controlled substance.</p>	<p><b>Class C felony:</b> imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 3 ½ to 9 years.</p>
<p>§ 220.70 Criminal possession of methamphetamine manufacturing material (2nd degree).</p>	<p>Possessing a precursor, a chemical reagent or a solvent with the intent to use or knowing another intends to use such precursor, chemical reagent, or solvent to unlawfully produce, prepare or manufacture methamphetamine.</p>	<p><b>Class A misdemeanor:</b> imprisonment up to one year.</p>
<p>§ 220.71 Criminal possession of methamphetamine manufacturing material (1st degree).</p>	<p>Committing the offense of criminal possession of methamphetamine manufacturing material in the second degree, as defined in § 220.70, and has previously been convicted within the preceding 5 years of criminal possession of methamphetamine manufacturing material in the 2<sup>nd</sup> degree or a violation of this section.</p>	<p><b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.72 Criminal possession of precursors of methamphetamine.</p>	<p>Possessing at the same time a precursor and a solvent or chemical reagent, with intent to use or knowing that another intends to use each such precursor, solvent or chemical reagent to unlawfully manufacture methamphetamine.</p>	<p><b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.73 Unlawful manufacture of methamphetamine (3rd degree).</p>	<p>Possessing, with intent to use, or knowing that another intends to use each such product to unlawfully manufacture, prepare or produce methamphetamine two or more items of laboratory equipment and two or more precursors, chemical reagents or solvents in any combination; or one item of laboratory equipment and three or more precursors, chemical reagents or solvents in any combination; or a precursor: (a) mixed together with a chemical reagent or solvent; or (b) with two or more chemical reagents and/or solvents mixed together.</p>	<p><b>Class D felony:</b> imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>
<p>§ 220.74 Unlawful manufacture of methamphetamine (2nd degree).</p>	<p>Commits violation of § 220.73 in the presence of another person under the age of 16, provided, however, that the actor is at least 5 years older than such other person under the age of 16; or Commits violation of § 220.73 and has previously been convicted within the preceding 5 years of the offense of criminal possession of precursors of methamphetamine, criminal possession of methamphetamine manufacturing material in the 1<sup>st</sup> degree, unlawful disposal of methamphetamine laboratory material, unlawful manufacture of methamphetamine in the 3<sup>rd</sup> degree, the 2<sup>nd</sup> degree, or the 1<sup>st</sup> degree.</p>	<p><b>Class C felony:</b> imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 3 ½ to 9 years.</p>

<p>§ 220.75 Unlawful manufacture of methamphetamine (1st degree).</p>	<p>Commits the crime of unlawful manufacture of methamphetamine in the 2<sup>nd</sup> degree after having previously been convicted within the preceding 5 years of unlawful manufacture of methamphetamine in the 3<sup>rd</sup> degree unlawful manufacture of methamphetamine in the 2<sup>nd</sup> degree or unlawful manufacture of methamphetamine in the 1<sup>st</sup> degree.</p>	<p><b>Class B felony:</b> imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2<sup>nd</sup> time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.</p>
<p>§ 220.76 Unlawful disposal of methamphetamine laboratory material.</p>	<p>Knowingly disposing of, or possessing with intent to dispose of, hazardous or dangerous material under circumstances that create a substantial risk to human health or safety or a substantial danger to the environment.</p>	<p><b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p><b>NYS Penal Law Offenses Involving Marihuana</b></p>	<p><b>Specifics</b></p>	<p><b>Sentence</b></p>
<p>§ 221.05 Unlawful possession of marihuana.</p>	<p>Knowingly and unlawfully possessing marihuana is a violation.</p>	<p>A fine of up to \$100.</p> <p>A fine of up to \$200 if previously convicted of an offense defined in § 220 or § 221, committed within the 3 years immediately preceding such violation.</p> <p>A fine of up to \$250 or imprisonment up to 15 days or both if previously convicted of two such offenses committed during such period.</p>
<p>§ 221.10 Criminal possession of marihuana (5th degree).</p>	<p>Knowingly and unlawfully possessing marihuana in a public place, as defined in section 240.00 of this chapter, and such marihuana is burning or open to public view; or one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 25 g).</p>	<p><b>Class B misdemeanor:</b> imprisonment up to three months.</p>
<p>§ 221.15 Criminal possession of marihuana (4th degree).</p>	<p>Knowingly and unlawfully possessing one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 2 oz).</p>	<p><b>Class A misdemeanor:</b> imprisonment up to one year.</p>
<p>§ 221.20 Criminal possession of marihuana (3rd degree).</p>	<p>Knowingly and unlawfully possessing one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 8 oz).</p>	<p><b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 221.25 Criminal possession of marihuana (2nd degree).</p>	<p>Knowingly and unlawfully possessing one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 16 oz).</p>	<p><b>Class D felony:</b> imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>



§ 221.30 Criminal possession of marihuana (1st degree).	Knowingly and unlawfully possessing one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 10 lbs).	<b>Class C felony:</b> imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2 <sup>nd</sup> time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.
§ 221.35 Criminal sale of marihuana (5th degree).	Knowingly and unlawfully selling, without consideration, one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of 2 g or less); or one cigarette containing marihuana.	<b>Class B misdemeanor:</b> imprisonment up to three months.
§ 221.40 Criminal sale of marihuana (4th degree).	Knowingly and unlawfully selling marihuana, except as provided in §221.35.	<b>Class A misdemeanor:</b> imprisonment up to one year.
§ 221.45 Criminal sale of marihuana (3rd degree).	Knowingly and unlawfully selling one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 25 g ).	<b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2 <sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.
§ 221.50 Criminal sale of marihuana (2nd degree).	Knowingly and unlawfully selling one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 4 oz, or knowingly and unlawfully sells one or more preparations, compounds, mixtures or substances containing marihuana to a person less than 18 years of age.	<b>Class D felony:</b> imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2 <sup>nd</sup> time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.
§ 221.55 Criminal sale of marihuana (1st degree).	Knowingly and unlawfully sells one or more preparations, compounds, mixtures or substances containing (aggregate weight of more than 16 oz).	<b>Class C felony:</b> imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2 <sup>nd</sup> time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.
<b><u>NYS Penal Law</u></b> <b>Criminal Diversion of Prescriptions &amp; Medications</b>	<b>Specifics</b>	<b>Sentence</b>
tation of criminal diversion of prescription medications and prescriptions.		
§ 178.10 Criminal diversion of prescription medications and prescriptions (4th degree).	A person is guilty of criminal diversion of prescription medications and prescriptions in the 4 <sup>th</sup> degree when he or she commits a criminal diversion act.	<b>Class A misdemeanor:</b> imprisonment up to one year.
§ 178.15 Criminal diversion of prescription medications and prescriptions (3rd degree).	A person is guilty of criminal diversion of prescription medications and prescriptions in the 3rd degree when he or she: commits a criminal diversion act, and the value of the benefit exchanged is in excess of \$1000; or commits the crime of criminal diversion of prescription medications and prescriptions in the 4 <sup>th</sup> degree, and has previously been convicted of the crime of criminal diversion of prescription medications and prescriptions in the 4 <sup>th</sup> degree.	<b>Class E felony:</b> imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2 <sup>nd</sup> time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2 <sup>nd</sup> time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.

<p>§ 178.20 Criminal diversion of prescription medications and prescriptions (2nd degree).</p>	<p>A person is guilty of criminal diversion of prescription medications and prescriptions in the second degree when he or she commits a criminal diversion act, and the value of the benefit exchanged is in excess of \$3,000.</p>	<p><b>Class D felony:</b> imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>
<p>§ 178.25 Criminal diversion of prescription medications and prescriptions in the first degree.</p>	<p>A person is guilty of criminal diversion of prescription medications and prescriptions in the first degree when he or she commits a criminal diversion act, and the value of the benefit exchanged is in excess of \$50,000.</p>	<p><b>Class C felony:</b> imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2<sup>nd</sup> time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2<sup>nd</sup> time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.</p>
<p>imprisonment of one year or less for a person convicted of a class C, class D or class E felony offense.</p>		

## **ONLINE ATTENDANCE:**

Attendance policies required for regular in school classes apply to online classes. Please refer to specific course syllabi for details, as well as the school catalog which can be downloaded from our website: [www.accesscareers.net](http://www.accesscareers.net) Even though you are not on the premises for the online portion of the program, instructors can track your activities online, will be taking daily attendance several times per class, and will maintain a detailed record of your attendance which will affect your grade and perhaps continued participation in school.

### • **Camera Awareness**

- During online classes, it is required that you be live on camera the entire time that the class is in session. Instructors are required to monitor your presence and verify your attendance and give you credit through visual attendance. Keep your image “live” during class sessions. It is important to make eye contact into your camera to demonstrate your commitment to learning to your classmates and to your teacher. **STUDENTS WILL NOT GET CREDIT FOR ATTENDANCE HOURS IF THEIR CAMERA IS OFF!**
- Although, you may be on camera, taking classes while driving in your car, from bed, sitting in the back of an UBER, or on the beach etc. is not acceptable and you will not receive credit for those hours. Also, the use of background visual effects to disguise location is prohibited.
- If for some valid reason you must attend online class or classes from another location such as a hotel room or another family member’s home you must inform your instructor so that he or she can determine if it is acceptable prior to class starting.

### • **Microphone Awareness**

- Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV sounds, whispering, chewing, sneezing, tapping your pen or pencil etc. so please keep distractions to a minimum or mute your microphone. You should be in a quiet place in your home to isolate yourself from distractions during classroom timings.

## **ONLINE TESTING:**

To ensure Academic integrity during exams, students are required to take the exam with the instructor present online. Exams will be taken through the secure McGraw Hill Connect Platform or Cengage MindTap for online testing to ensure academic integrity through their proctor settings. Skills exams and classes on campus are conducted face to face proctoring with the instructor.

## **ONLINE GRADE RECORDING:**

Since Exams are taken through the McGraw Hill Connect Platform and Cengage MindTap, all grades are saved and recorded in their system. Instructor’s then take them out and input the grades into google Attendance/Grade sheets or directly in to the LMS system provided to them by the school. Other factors such as classwork assignments and classroom participation (example: punctuality, adherence to the camera policy) are also calculated in the overall grade of the student. Once grading is completed. They are handed in or shared with administration at the end of the module. Grades will be posted within 5 days after the completion of the module.

## **CORRESPONDENCE WITH ONLINE STUDENTS:**

Students will have access to reach Faculty Members and Staff members during school hours thru email if necessary. Students are instructed at the very beginning that if they are in any need of electronic assistance, it is their responsibility to reach out to the IT Administrator. IT sends out emails, text messages and also goes into the classrooms on Mondays and Wednesday mornings to see if any students need assistance. IT has conducted classroom navigation through the online platforms such as McGraw Hill Connect, Cengage MindTap, and Google Classroom. In the event students are having technical difficulties, Students are provided with 3 means of communication. Email, Text Message and an IT help desk form.

Students can communicate via email, call the school or send a message on the Learning Management System. The instructor is responsible for responding to student's correspondence within 24 hours of receiving the request, except on weekends and holidays. This policy is applicable to Traditional and Distance Education instructors.

**NEW YORK STATE EDUCATION DEPARTMENT REGULATION ON SYNCHRONOUS DISTANCE EDUCATION:** As per New York State Education Regulations, all Distance Education classes are required to be Synchronous which means that the Instructor must always be present throughout the lecture period. Institution has system in place for students to email the instructor anytime of the day or night and instructors are required to answer the email within a span of 24 hours. Additionally, students can make appointments with instructors and meet them through Google classroom chat room or at the school if needed.

### **IT SUPPORT FOR ONLINE CLASSES:**

All students in the Medical Assistant Hybrid Program or the Dental Assistant Hybrid Program will be assigned a school email address. You will get your user ID and password sent to you by our IT Administrator a few days prior to your program start date. He will be your guide and support for all aspects of technology, while you are attending your hybrid program at Access Careers. He is available to aid you in setting up your approved devices, navigating your eBooks and troubleshooting all facets of technology while you are in attendance. Attached is a link for your convenience to request support. He is also available via email or google chat during normal business hours.

Name: Guiseppe Pacificador

Email: [Gpacificador@accesscareers.net](mailto:Gpacificador@accesscareers.net)

Title: Access Careers IT Director & Support

Support Link: [IT SUPPORT LINK](#)

### **EBOOK ACCESS AVAILIBLTY**

Medical Assistant Hybrid Program or the Dental Assistant Hybrid Program students will have access to their eBooks for two (2) years from their program start date.

### **DRESS CODE & PROFESSIONAL BEHAVIOR WHILE ONLINE:**

Students are expected to be respectful of the online classroom environment with the school uniform similar to regular academic classes & the following online professional behaviors:

- **Dress Code**
  - School Scrubs with the school logo
  - Clothing that is inappropriate for online classroom: hats, durags, torn clothing, pajamas, shirts with offensive logos, strapless shirts
- **General Online Etiquette**
  - Avoid side conversations and multitasking
  - Do not eat during online classroom sessions. Save meals and snacks for break times
  - Be respectful of your classmates & teacher. Allow others to speak invite others to share and respect others' ideas
  - When in doubt pretend you are in a traditional classroom and behave as if you were at the school.
- **Interactions with Faculty and Staff**
  - Students should address all faculty and staff members as adults with the courtesy expected for education professionals. Use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
  - Students should phrase communications with faculty and staff politely and courteously appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
  - Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments.
  - Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff. These actions are prohibited.

- **Interactions with Other Online Classmates**

- All communications with other online students in any forum, course-related email, discussion post, etc., must be polite, courteous, respectful, and be course-related.
- The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy that is accepted as part of our institutional code of ethics.
- Do not collaborate with other students (work with) on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so.
- No one other than the student may log into a student account and complete coursework on behalf of the student.
- students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

- **Appropriate Use of the Internet**

- Students are subject to all local, state, and federal laws governing the Internet and will be subject to disciplinary action that may result in removal from a course(s) and school if violated.
- Protect your privacy and that of others by: • Not giving out personal information including full names or contact information. • Only uploading or using images where you have permission from the people in those images. • Not giving out your password(s). • At no time is it acceptable to record your virtual class without permission including recording classes on any device, i.e., cell phones, tablets, etc...
- Protect and respect the hard work of others by: • Only upload images, music, videos, or other digital content that is created by you or is not subject to copyright and follow copyright procedures when using any digital content. • Ask permission and cite sources.
- Talk to your Instructor or School Staff member if you: Need help online, Feel the welfare of others is being threatened by online activities, come across websites that are not appropriate for your school or project, Feel uncomfortable by something someone writes or makes.

## Introduction

Access Careers is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Access Careers has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Access Careers commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Access Careers, or with a government agency or in court under federal, state or local antidiscrimination laws.

## Policy:

1. Access Careers Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Access Careers.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Access Careers has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Access Careers who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee<sup>1</sup> working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or [name of appropriate person]. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Access Careers to liability for harm to victims of sexual harassment. Harassers may also be

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<sup>1</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

# POLICY- SEXUAL HARRASMENT

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individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

5. Access Careers will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Access Careers will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to Mini Sawhney
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

## What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

*Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

# POLICY- SEXUAL HARRASMENT

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Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

## Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employee’s body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the victim’s job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

## Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

*Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*



# POLICY- SEXUAL HARRASMENT

## Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

### What is "Retaliation"?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

### Reporting Sexual Harassment

**Preventing sexual harassment is everyone's responsibility.** Access Careers cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager Mini Sawhney. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Mini Sawhney.

Reports of sexual harassment must be submitted in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

# POLICY- SEXUAL HARRASMENT

## Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Mini Sawhney.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

## Complaint And Investigation Of Sexual Harassment

**All** complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, Mini Sawhney will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The final resolution of the complaint, together with any corrective actions action(s).

# POLICY- SEXUAL HARRASMENT

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- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

## Legal Protections And External Remedies

Sexual harassment is not only prohibited by Access Careers but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Access Careers, employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

### [New York State Division of Human Rights \(DHR\)](#)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Access Careers does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], [www.dhr.ny.gov](http://www.dhr.ny.gov)

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## [United States Equal Employment Opportunity Commission \(EEOC\)](#)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## [Local Protections](#)

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

## [Contact the Local Police Department](#)

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.