ALCOHOL AND CONTROLLED SUBSTANCES POLICY STATEMENT

It is the policy of HTC, as stated in the Personal Conduct section of the Student Handbook, that the unlawful use, possession, distribution, or manufacture of drugs or controlled substances on HTC property is strictly prohibited. Individuals who possess, use, distribute or manufacture drugs or controlled substances, are subject to disciplinary action, including but not limited to expulsion, as well as possible criminal prosecution. Improper use of prescription drugs is similarly prohibited. Students found in violation of these policies may be subject to disciplinary proceedings as described in the school catalog and student handbook. Student violators may be subject to the following sanctions and remedial measures:

<table>
<thead>
<tr>
<th>Nature of Violation</th>
<th>Responses for First-Time Violations May Include, But Are Not Limited To:</th>
<th>Responses for Repeat Violations May Include, But Are Not Limited To:</th>
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<tbody>
<tr>
<td>Possession or use of alcohol or other drugs, including prescription drugs, in</td>
<td>• Warnings</td>
<td>• Disciplinary Probation</td>
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<td>violation of HTC policy or federal, state, or local law</td>
<td>• Disciplinary Probation</td>
<td>• Mandatory referral for counseling and treatment</td>
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<td></td>
<td>• Counseling and treatment</td>
<td>• Suspension from dormitory (if dormitory student)</td>
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<td>• Service to the college community</td>
<td>• Parental Notification</td>
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<td>• College-Level disciplinary action</td>
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<tr>
<td>Possession or use of alcohol or other drugs, including prescription drugs, in</td>
<td>• Warnings</td>
<td>• Disciplinary Probation</td>
</tr>
<tr>
<td>violation of HTC policy or federal, state, or local law in a manner involving</td>
<td>• Disciplinary Probation</td>
<td>• Mandatory counseling and treatment</td>
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<td>aggravated circumstances (e.g. actual/potential harm to self or others, disruption of</td>
<td>• Mandatory counseling and treatment</td>
<td>• Service to the college community</td>
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<td>the HTC community, repeated offenses)</td>
<td>• College-Level disciplinary action</td>
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<tr>
<td>Distribution or intent to distribute a controlled substance, including improper</td>
<td>• Legal action</td>
<td>• Legal action</td>
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<tr>
<td>distribution of prescription drugs, in violation of HTC policy or federal, state, or</td>
<td>• College-level disciplinary actions</td>
<td>• College-level disciplinary action</td>
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<td>local law</td>
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</table>

Each faculty and staff member of HTC is expected to abide by HTC’s policies for maintaining a drug-free workplace. The policy statement on drug abuse pertaining to students also applies to
faculty and staff. Furthermore, all faculty and staff are required to notify the appropriate Dean of any criminal conviction relating to his or her own drug activity within five (5) days of such conviction. Faculty and staff (part-time or full-time) who violate HTC policies on drugs and controlled substances may be subject to disciplinary sanctions.

In both cases for students and faculty and staff, the existence of a progressive system of disciplinary sanctions measures does not preclude HTC from levying a heavy sanction, without first resorting to a lesser sanction. By way of illustration and not exclusion, HTC may expel a student or terminate a staff or faculty member for a violation of policy without first issuing a warning or putting that student or employee on probation. The following regulations apply to students, faculty and staff of HTC:

The consumption of alcoholic beverages by individuals under the age of 21 is illegal.

All persons are prohibited from consuming alcoholic beverages on the premises of HTC (unless at an event specifically sanctioned by HTC Administration in writing), or entering or remaining on HTC premises in an impaired state.

Alcoholic beverages may not be served to HTC students as part of College-sponsored events or non-official activities connected with the College - except for sacramental purposes, and then only under faculty supervision.

Students who meet the legal criteria for purchase of alcoholic beverages in Illinois may request permission from the Residence Supervisor or Dean to bring sacramental wine into the residence hall for Sabbath and/or holidays. Permission is granted only when the Residence Supervisor or Dean is confident that the beverage is consistent with the dictates of Jewish law and will be used for ritual purposes only by individuals conforming to State of Illinois criteria for the possession of alcohol.

Any student, who falsely represents himself/herself at a sanctioned HTC event as being of age to consume alcohol, may be subject to disciplinary action as outlined in Personal Conduct Policy.

Any faculty and/or staff member of HTC who provides alcohol to a minor on HTC premises shall be subject to full penalty under the laws of Illinois. Forcing any student or faculty member to consume alcohol and/or drugs for the purpose of initiation into or affiliation with any HTC sanctioned organization is not permitted.

Alcoholism, while it may be a disability, does not excuse any faculty and/or staff member of HTC from violating a legitimate HTC policy or neglecting their responsibilities to HTC. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation/treatment program and may, in certain circumstances, lead to sanctions against that individual.

If you are an alcoholic, you may self-- identify to the Dean on your campus or your supervisor, as the case may be, and request confidential counseling and/or referral services to help with your problems. All inquiries and requests for assistance will be handled with strict confidentiality.
Substance Abuse Self-Identification and Amnesty

HTC recognizes that, sometimes, there may be health or safety emergencies related to the use of drugs or alcohol in which the potential for disciplinary action by HTC may deter students who want to seek assistance for themselves or for another member of the HTC community. In such instances, the health and safety of the at-risk student will be HTC’s top priority. Therefore, should a student, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and/or alcohol, HTC’s student conduct response to the over-consumption/abuse will be, first and foremost, focused on medical treatment, counseling, and/or educational interventions. However, HTC reserves the right to address any associated acts that compromises the well-being of its community and its members, such as harassment, violence, damage, harm to self or others, or distribution of illegal substances, on a case-by-case basis as deemed appropriate and necessary.

Reporting a Personal Concern

Students who have concerns about their use of alcohol and/or other drugs, or students who are concerned of such use by a friend are encouraged to seek assistance through one of HTC’s support services. Confidentiality in these circumstances may be protected in compliance with HTC policy and applicable law (e.g. FERPA, HIPPA, etc.).

Know the signs:
- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:
- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended

Substance Abuse Counseling

Many different mutual and self-help programs are available near HTC campuses. Although most programs are abstinence-based and follow the 12-step approach, there are also programs that support moderation and a goal and/or do not use 12 steps. Some of the programs listed below may have a religious affiliation; others may merely use spirituality as part of the program. Meeting times and locations are available upon contacting the corresponding phone numbers or websites. Each meeting is somewhat different from any other, even within the same program, both in terms of structure and participants. Many people find it helpful to explore different options.

United States

National Drug & Alcohol Treatment Referral Service:
Phone: 800-662-4357

Alcoholics Anonymous:
Phone: 312-346-1475
Website: www.chicagoaa.org
Focus on Recovery:
Phone: 800-234-0420

Marijuana Anonymous:
Phone: 800-766-6779
Website: www.marijuana-anonymous.org

Cocaine Anonymous:
Phone: 310-559-5833
Website: www.ca.org

Narcotics Anonymous:
Phone: 708-848-4884
Website: www.chicagona.org

Al-Anon:
Phone: 773-471-0225
Website: www.niafg.com

Illinois Department of Human Services
Phone: 800-843-6154
Website: http://www.dhs.state.il.us/page.aspx?item=29725

**Israel**

Narcotics Anonymous:
Phone: 972-50-5947837
Website: http://www.naisrael.org.il/

Retorno International Recovery Group:
Phone: 718-210-9755
972-52-436-9888
Email: Soshana@retorno.org
Website: www.retorno.org

Malkishua Drug Rehabilitation Center:
Phone: 972-46488222
Email: malkishua@malikishua.org.il
Website: http://www.malkishua.org.il
http://www.malkishua.org.il/eng/ (English version)

If you would like to view the complete HTC Policy on Drugs and Controlled Substances it can be found as Appendix A of the Annual Safety Report.