

Policy Number:	ADMIN-500
Policy Name:	Drug and Alcohol
Effective Date:	July 1, 2024
Document Draft Status:	Final
Entity/Campus/Modality:	AESCA/ALL
Enforcement Agency:	Internal
Responsible Party:	TBD

1.0 Overview

Auguste Escoffier School of Culinary Arts (AESCA) recognizes its responsibility as an educational institution to promote a productive and healthy environment. This responsibility demands the implementation of programs and services to facilitate that effort. As such, AESCA has a detailed policy on drugs and alcohol for both students and employees.

We urge students or employees needing assistance with Drug and Alcohol Abuse Prevention and Education to reach out for support from any of the agencies listed in this Drug and Alcohol Policy. Additionally, AESCA directs students and employees to local resources for assistance, including alcohol and drug awareness courses with certification. AESCA will strive to provide meaningful and educational information on alcohol and drug awareness. All AESCA programs are subject to this policy, which prohibits illegal use of drugs and alcohol in the workplace, on school property, or as part of any school-sponsored activities.

2.0 Definitions

Employee: Regular part-time, full-time employees, including contract employees (i.e., adjunct instructors, temporary workers, etc.)

3.0 Policy Scope

All AESCA students and employees per the above definition in ADMIN-500(2.0).

4.0 Policy

- I. **Standards of Conduct under the Drug and Alcohol Policy**
 - A. All students and employees must abide by the terms of this policy as a condition of initial and continued enrollment/employment.
 1. Auguste Escoffier School of Culinary Arts:
 2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as school policies set forth within this policy.
 3. Strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any school-sponsored activities.
 4. Strictly enforces State underage drinking laws.

5. Considers a violation of this policy to be a major offense, which may result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
6. Recognizes that violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions, including but not limited to fines, incarceration, loss of driver's license, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.
7. Requires an employee to notify the Campus President in writing of criminal charges for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the charge(s). Additionally, any employee convicted of a drug or alcohol-related offense that occurred in the workplace is required to notify the Campus President in writing within five calendar days of such conviction.
8. Provides a "smoke-free" campus. "Smoke" is a general term that encompasses the use of all tobacco products, whether smoked or chewed, as well as vapor-inhaled products. Students and employees may not use any of these products on school grounds outside of the designated smoking area.
9. Provides referral assistance for counseling services, access to AESCA's Employee/Student Assistance Program or the Student Resource Service, and referrals for employees/students to counseling services/programs that inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
 - a. Students needing assistance should contact their Student Services representative.
 - b. AESCA employees may also contact our health insurance provider for various assistance at:
 - i. **Employee Services:**
Blue Cross/Blue Shields 800-541-2767
www.mdlive.com/bcbsil
 - ii. **HealthAdvocate**
866-799-2485
answers@HealthAdvocate.com
HealthAdvocate.com/members
10. Is responsible for notifying federal funding agencies within ten calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace.
11. Provides for annual distribution of this policy to all staff, faculty, and students.

- B. Health risks associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

II. **Your Role in a Drug-Free Workplace**

- A. Familiarize yourself and follow the AESCA Drug and Alcohol Policy.
- B. Seek help if you think you have a problem.
- C. Reach out to Student Services or your manager for any concerns you might have about policy violations.

III. **Policy Violation Sanctions**

- A. Students participating in illegal behavior will be dismissed from the Program and reported to authorities. We urge students needing assistance with Drug and Alcohol Abuse Prevention and Education to reach out for support from any of the agencies listed in the Drug and Alcohol Policy.
- B. AESCA maintains a standard of conduct that prohibits the unlawful use, possession, or distribution of drugs or alcohol by students and employees on school property or at school activities.
- C. AESCA Austin imposes disciplinary sanctions on students and employees who violate this policy, which are consistent with local, State, and Federal laws. Such disciplinary action(s) for policy violation could include suspension or expulsion from school, termination of employment and/or referral for prosecution.

IV. **Education and Prevention**

- A. Creation and Promotion of Events and Activities: Events and activities that AESCA offers to its students and staff are compliant with local, state, and federal laws regarding controlled substances, including alcohol.
- B. Creation of Service Learning or Volunteer Opportunities: Students attending AESCA have access to volunteer & externship opportunities for events both on and off campus. Students enrolled in our education programs engage in field experience in an industry where alcohol or other drugs may be present. In all instances, we work to ensure that students are aware of their options and responsible choices. (We require students to acknowledge receipt of the Policy on Alcohol and Other Drugs provided during the first week of classes.)
- C. Campus Facilities: AESCA Campuses are in a public space open to the community. All campus spaces and facilities are in accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101- 226, and comply with all federal, state, and local laws pertaining to controlled substances, including alcohol.
- D. Responsible Drinking Instruction: AESCA understands that its students are pursuing their educational credentials in an industry where alcohol is commonly paired with food. Therefore, it strives to include curriculum pieces that discuss responsible consumption to prepare them for their future careers or field experience components of their education.

- E. Alcohol is Restricted on Campus: Serving alcoholic beverages is restricted at AESCA. Alcohol is included in the curriculum in certain classes for training and educational purposes. Any alcohol used as part of such curriculum is stored in a restricted area and is not dispensed to minors. Furthermore, non-student events may be held on campus, which do not allow the unlawful possession, use, or distribution of any drug, including alcohol.
 - F. Alcohol Advertising on Campus is Limited: AESCA limits advertisements of alcohol or alcoholic beverages. Included in the curriculum for the program, students often learn about wine pairings both on and off campus. While we do not directly promote any specific branding, it is discussed in general terms as it relates to food pairing.
 - G. Alcohol Industry Sponsorship for On-Campus Events is Limited: While we limit alcohol sponsorship as it relates to event marketing, alcohol industry sponsorship is limited to non-student events and is not part of the curriculum.
 - H. Alcohol Promotions with Special Appeal to Underage Drinkers is Restricted: AESCA Austin does not participate in promotions targeted at underage drinking.
- V. **Biennial Review**
- A. Auguste Escoffier School of Culinary Arts complies with the Drug-Free School and Campuses Regulations that require Institutions of Higher Education to conduct a biennial review of their alcohol and other drug programs and policies (34 CFR Part 86). The review is completed in even-numbered years by an administrative committee, and the report is available on the Escoffier Consumer Information website or by request from either the Campus President or the Compliance Department.

5.0 Procedures

N/A

6.0 Auditing Requirements

The Internal Review Team at Auguste Escoffier School of Culinary Arts is responsible for reviewing records and processes per ADMIN-001. Internal Review findings will be reported to the individual's direct supervisor for further review, corrective action, and possible disciplinary action.

7.0 Related Documentation and Attachment Listing

- I. [Website Link](#)
- II. Employee Handbook

8.0 Legislative Citations

- I. 34 CFR Part 86

9.0 History

Reviewed/Revised April 2024

Edited Draft April 22, 2024



Final Draft August 6, 2024