



# **Drug and Alcohol Abuse Handbook**

## **Prevention Program**

**2016-2017**  
(Last revised Feb. 2017)

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## **INTRODUCTION**

The Drug Free Schools and Campuses Regulations (34 CFR, Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on the premises and as part of any activities.

At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

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

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

- Determine the effectiveness of the policy and implement changes to the program, if needed.
- Ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and type of sanctions the school imposes on employees as a result of such violations or fatalities.

The school acknowledges a legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the school fulfills the requirements of the Federal regulations.

The following school offices will have representatives on the Biennial Review Committee: the President's Office, the Counseling Office, the Human Resources Office and the Dean of Students.

## **MISSION STATEMENT**

The purpose of the Eastern School of Acupuncture and Traditional Medicine is to offer professional training, education and services in acupuncture, Oriental medicine, and the traditional healing modalities that enhance the health and well-being of the greater community.

## **ESATM DRUG AND ALCOHOL POLICY**

ESATM has a zero tolerance policy regarding alcohol and drugs on campus and will strictly enforce this policy. Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. No one is to report for work or class evidencing any effects of alcoholic consumption or under the influence of drugs. The sale of alcoholic beverages and controlled substances are also prohibited on school premises. Anyone violating this policy will be removed from school property and disciplinary action will be taken. The local Police Department will also be notified of any findings of drugs. The College enforces policies and laws regarding alcohol and other drug use. Students and staff are referred to various agencies to receive help with drug or alcohol problems.

The College is committed to provide students, faculty, staff and visitors with a safe and healthful campus and workplace. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the school's ability to fulfill its mission. Compliance with this policy is considered a condition of employment and attendance at the College.

The purpose of this handbook is to provide information on federal and state laws on illegal substance possession and reporting procedures for such violations. The handbook outlines college drug and alcohol policies, details college sanctions, and provides a list of off-campus prevention and awareness programs available to students and employees.

The Eastern School informs its employees and students of its policies through the annual distribution of its College Drug and Alcohol Handbook. Each individual signs a receipt, acknowledging they have received the Handbook. The receipts are filed in the drug and alcohol binder. Reports made of drug and alcohol violations are included in this binder and in annual crime statistics. College policies on alcohol and drugs are also posted on the Student Lounge bulletin board.

A comprehensive study of the alcohol and drug policy was conducted for the previous two years. The College is in compliance with the Drug Free Schools regulations, has an effective policy, consistently enforces standards of behavior and distributes the policy in writing to the school's students and employees. The school has developed a comprehensive approach to address alcohol and other drug issues on campus. We will continue to develop, evaluate, assess and pursue the best practices for the school to create a safe and healthy environment for our students.

### **Campus Directory**

Aida Morales-Almanzar | College President (**Title IX Coordinator**)  
(973) 746-8717 ext. 15/ [amorales@esatm.edu](mailto:amorales@esatm.edu)  
440 Franklin Street, Suite 500, Bloomfield, NJ 07003

### **Off Campus Directory**

Bloomfield Police Department (973) 680-4141  
1 Municipal Plaza, Bloomfield NJ 07003

## **ESATM PROHIBITED ABUSED SUBSTANCES**

### **Health Risks**

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, increasing 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.

### **Student Use of Alcoholic Beverages:**

All students are responsible for complying with State law regarding the use of alcohol

- In most states, the minimum legal age to possess alcohol is 21.
- Persons 21 or over may not make alcoholic beverages available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

### **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. The lungs absorb nicotine from cigarette, cigar or pipe smoke. 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 highly toxic substance attributed to causing 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.

ESATM is a drug, alcohol, and smoke free campus. Vapes are also prohibited from use on school facilities.

### **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 can alter comprehension and motivation.

### **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 who is on 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. Other signs are sleeplessness, confusion, anxiety, and panic, and 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.

**Drug Abuse Violations:**

These are violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Treatment:**

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

## FEDERAL PENALTIES

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. 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.

The following shows the Federal penalties:

<b>Federal Trafficking Penalties</b>				
<b>DRUG/SCHEDULE</b>	<b>QUANTITY</b>	<b>PENALTIES</b>	<b>QUANTITY</b>	<b>PENALTIES</b>
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture	Death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual	400 gms or more mixture	<b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture	Fine of not more than \$4 million individual; \$10 million other than individual.	1 kg or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture	<b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million individual; \$10 million other than individual.	50 gms or more pure or 500 gms or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more	<b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	<b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		

All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	<b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	<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 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

**Federal Trafficking Penalties - Marijuana**

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>Not less than 5 years, not more than 40 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>Not more than 20 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 years</li> <li>If death or serious injury, mandatory life</li> <li>Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>Not more than 5 years</li> <li>Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 10 years</li> <li>Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	110 kg or less		
Hashish Oil	1 kg or less		

## **REPORTING PROCEDURE**

If you witness someone under the influence or in possession of a prohibited substance on the college campus, you may file a report against this person to the College President. If you wish to file a confidential report, you may do so. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the college. The College President will inform persons of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Depending on the crime, reports may be done either through the local police department or through the College.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The College President should be contacted should you wish to file a report.

### **Reporting Forms:**

**Complaint Notice:** A Complaint Notice form can be filed by any member of the Eastern School Community complaining against another member of the community, or the College. Such complaints may include, but are not limited to, cheating, plagiarism, disruptive behavior, theft, obstructive behavior, possession of drugs or alcohol on campus premises, etc. This form should be used when filing a complaint against another Eastern School Community Member. This form should be used for more serious complaints where immediate action is needed.

**Incident Report:** An Incident Report can be filed by any member of the Eastern School Community. All incidents that take place and are being reported should be included in this report. Incidents may include, but are not limited to, stalking, harassment, sexual misconduct, crimes, drug and alcohol possession on college premises, threatening or dangerous incidents, accident/injuries, etc. An Incident Report is to be filed for serious incidents. An Incident Report can also be filed against any persons on the campus that violate Campus Security and Drug and Alcohol policies.

**Area of Concern Form:** An Area of Concern form can be filed by an instructor if the instructor has a concern they wish to express regarding a student. This may include, but is not limited to, frequent tardiness, disruptive behavior, frequent absence, etc. This form should be filed as a preliminary warning to the student.

### **Who to Contact:**

When a crime occurs, you should immediately contact the local police department and Administration office. When filing a report, you would contact the College President/ Title IX Coordinator or a designated "Responsible Employee". You also have the option to file a report with law enforcement. The College will assist the student in notifying law enforcement, if requested by the student. In addition, the College President will refer students or employees to various agencies to receive help with drug or alcohol problems.

### **Anonymous Reporting:**

A person can call the Title IX Coordinator at 973-746-8717 ext. 15 for anonymous reporting. Stating personally identifying information may serve as notice to the College for the purpose of triggering an investigation.

### **Determining Jurisdiction:**

In order to ensure the smooth functioning of the Eastern School activities and to implement the principles expressed in the Policy on Student and Employee Conduct at the Eastern School and the Rules for the Maintenance of Public Order, the Administration has established the following procedures for disciplinary action:

#### **Cases of Faculty Jurisdiction:**

**Board consist of Department Heads, Academic Dean, Clinical Director and CEO**

1. Cheating, plagiarism, forgery of academic documents with intent to defraud.
2. Disruption of a lecture, clinic, or any other premises used for academic purposes.
3. Failure to return library books, or destruction of all or part of a library book or archival document.
4. Interference with access to classrooms, clinic, or academic offices.
5. Physical detention or restraint of a student, instructor, Eastern School staff member, or administrator while that person is attempting to exercise his/her duties.

#### **Cases of Senate Jurisdiction:**

**Board consist of Student Body President, CEO, Director of Admissions, Chair of Governing Board and Bursar**

1. Disruptive or riotous activity in the student lounge or student centers of nonacademic activity.
2. Forgery of instruments of identification with intent to defraud.
3. Theft of, or wanton damage to, the Eastern School property.
4. Engaging in conduct which interferes with or disrupts any academic function or prevents or limits the free expression of ideas, or which physically obstructs or restrains another member of the Eastern School community or a visitor.
5. Possession of drugs or alcohol on the Eastern School property.

(In order to remain fair and impartial, individuals who are involved in the complaint or are the complainant will recuse themselves from the appropriate disciplinary board)

The Title IX Coordinator will ultimately determine whether disciplinary procedures are to be filed and if a jurisdiction is needed for certain reports that are filed. If law enforcement is involved in the report made due to the severity of the incident/crime, the report procedure may differ.

### **Filing a Notice of Complaint:**

Any member of the faculty, administration, staff or student body may file a complaint for any apparent violation of the policies or ethical practices of the Eastern School. The complaint must be submitted to the Title IX Coordinator.

1. Following the filing of the complaint, a preliminary review will take place by the Title IX Coordinator to determine its validity. If the preliminary investigation shows evidence of violations, the filing will be officially accepted and the disciplinary process will ensue.
2. Once a preliminary investigation is completed and the filing accepted, notice of the filing of the complaint shall be mailed to the person involved within fifteen (15) standard business days of receipt of the complaint.

### **Investigation and Notice of Hearing:**

The Judicial Board reserves the right to conduct their own investigation of the charges against the person who is the subject of the complaint. If it is decided that a hearing should be held, the Judicial Board will send a written notice to the person advising him/her of the date and time of the hearing on their case. The hearing will take place at least seven days after the mailing date of notice, and all efforts will be made to set a date and time convenient to the student, to conduct the hearing expeditiously to rapidly determine whether the alleged infraction warrants a sanction.

If, after receiving the notice to attend the hearing, the person refuses to appear, the hearing will proceed and sanctions may be imposed in the person's absence.

### **Interim Suspension:**

The Eastern School reserves the right to place a person on interim suspension, pending the investigation of the complaint, if it is determined that the seriousness of the alleged misconduct and the evidence supporting the complaint warrant immediate action. The person will remain on interim suspension until a final determination of the case is arrived at.

### **Hearings:**

The Judicial Board shall provide a hearing and make all disciplinary decisions on all complaints against a person within their jurisdiction.

The Judicial Board shall conduct all proceedings that it deems appropriate, including but not limited to the following:

- An audio recording will be made of all hearings and said recording will be preserved by the Executive Assistant to the CEO of the Eastern School until the complete resolution of the complaint.

The person who is subject to a complaint has the right to be accompanied at the hearing by counsel or an advisor. The person and counsel or advisors have the right to question witnesses who may appear at the hearing and to examine all evidentiary material presented at the hearing. The Judicial Board reserves the right to call witnesses and present evidentiary material to determine the veracity of the complaint against the person. A written report of the final decision of

the Judicial Board will be submitted to the Title IX Coordinator of the Eastern School and to the person who is the subject of the complaint within seven calendar days of the completion of the hearing. The report shall state all of the facts of the case, the decision arrived at by the Judicial Board, and the reasons for the decision.

### **Post-Hearing Process:**

#### **Deliberation**

The Judicial Board will consider the evidence presented at the hearing and upon completion of the hearing and examination of the evidence, will make a determination as to the culpability of the person. If the complaint against the person is deemed to be valid, appropriate sanctions shall be determined by the Judicial Board. This determination phase of the hearing will typically occur immediately after the hearing; however, the Judicial Board reserves the right to adjourn the hearing and meet at a later time to determine its outcome.

#### **Appeals**

1. A person who is subject to a disciplinary action as determined by a hearing has the right to appeal said decision by the Judicial Board if the person feels the decision was not fairly determined.
2. The appeal must be in writing by the person, addressed to and received by the CEO of the Eastern School within fifteen (15) days of receipt of notice of the determination of the hearing.
3. The appeal process shall consist of a review of the hearing and all evidence supporting the determination, as well as any new evidence presented by the person in support of his/her appeal. A second hearing shall not be called on the case. Any change of the outcome of the hearing based upon the appeal shall be determined by the Judicial Board at their discretion, based upon any new data presented in the appeal. The decision of the Judicial Board at that point shall be considered the final determination of the case.

#### **Immediate Suspension**

No person of the Eastern School shall be summarily suspended from the school without a full hearing. However, a person will be immediately suspended from the Eastern School in the event that the person either threatens violence or commits a violent act against another person in the school, is deemed to be guilty of sexual misconduct, poses a serious danger to another person in the school or to him or herself, or has been convicted of committing a criminal act.

#### **Re-Entry Policy for Students**

If a student has been suspended or dismissed from the Eastern School and has been allowed to return to the College, and the duration of the time absent has been greater than one trimester, the student shall be required to take a re-entrance examination for appropriate placement within the program. Once the appropriate placement has been determined by the Academic Dean, the student's enrollment will be based upon the current tuition rate and per credit rate, if applicable. The student must sign a new enrollment agreement and a statement of intent. The student will be on probation for no less than one trimester.

## SCHOOL DISCIPLINARY 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 may be subject to sanctions imposed by the School.

### **Students:**

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

### **Faculty:**

Faculty who violate the school's standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

### **Other Employees:**

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

The sanctions available include, but are not limited to, the following:

1. **Warning:** A warning is defined as the written communication to the person that the person is engaging in conduct that is deemed to be inappropriate or in violation of the standards and/or policy of the Eastern School. Said warning shall include the statement that if the persons persists in said behavior, disciplinary action shall be warranted.
2. **Censure:** A censure is defined as a written reprimand to a person for behavior which violates a specific school regulation. The censure may include disciplinary action as determined by the Title IX Coordinator.
3. **Disciplinary Probation:** Disciplinary probation is defined as the determination of an infraction of a person serious enough to warrant excluding the person from participation in specific privileges and/or extracurricular activities stated in the notice of disciplinary probation for a specific period of time.
4. **Restitution:** If it has been determined that a person has damaged or misappropriated school property, reimbursement to the school for the cost of the damage or misappropriation may be demanded.
5. **Monetary Fine:** The Title IX Coordinator reserves the right to impose a monetary fine for appropriate infractions.
6. **Temporary Suspension:** The Title IX Coordinator reserves the right to temporarily suspend a person from the Eastern School classes, special privileges, or from work as set forth in a notice of disciplinary probation for a specified period of time.
7. **Dismissal from the Eastern School:** The Title IX Coordinator reserves the right to dismiss a person from attending the Eastern School for an indefinite period of time. This includes termination of employment. Certain conditions for readmission may be determined by the Title IX Coordinator.
8. **Transcript Notation:** The Title IX Coordinator reserves the right to affix a notation to a student's transcript indicating a disciplinary action. This transcript notation may be permanent or temporary, as to be determined by the Title IX Coordinator.
9. **Employee File Notation:** The Title IX Coordinator reserves the right to affix a notation to an employee file indicating a disciplinary action. This employee file notation may be permanent or temporary, as to be determined by the Title IX Coordinator.

For serious crimes, law enforcement sanctions will be determined by the local police department and depending on the crime, may be more severe.

## Off-Campus Prevention and Awareness Programs

Alcohol Rehab Guide

<https://www.alcoholrehabguide.org/>

### **Hotline Numbers:**

National Drug and Alcohol Treatment referral Services: 800-662-4357

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

New York Center for Addiction: 212-966-9537

### **Bloomfield Police:**

Emergency.....9-1-1

Non-Emergency.....973-680-4141

Detective Bureau.....973-680-4084

### **Nearby Medical Facilities:**

Mountainside Hospital, Montclair NJ

973-429-6000

Clara Mass Hospital, Belleville NJ

973-450-2000

Planned Parenthood (Pregnancy)

973-622-3900

Birthright (Pregnancy)

973-743-2061

East Orange Primary Care (HIV Testing)

973-675-1900

East Orange Crisis Intervention (Mental Health)

973-672-9685

Community Health Care Counseling for Belleville (Mental Health)

973-450-3100

### **Community Facilities**

Essex County Family Violence Program

973-484-4446

Domestic Violence Services (UMDNJ)

973-972-6421

Safe House

973-759-2154

NJ Bias Crime Hotline

1-800-277-BIAS (2427)

**Eastern School of Acupuncture and Traditional Medicine**

**INCIDENT REPORT**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Please describe the incident in detail. Be specific and give place and date:

If any, what evidence was preserved of the incident?

Please describe any action you took following this incident. Be as specific as possible.

Who was contacted regarding the incident?

Additional information (optional):

\_\_\_\_\_  
**Administration Signature**

**COMPLAINT NOTICE**

**I, the undersigned, do hereby file this Complaint Notice against \_\_\_\_\_  
(student, faculty/clinic supervisor, staff, school).**

Submitted by: \_\_\_\_\_

Submitted to: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Complaint: \_\_\_\_\_

**Cases of Faculty Jurisdiction.**

1. Cheating, plagiarism, forgery of academic documents with intent to defraud.
2. Disruption of a lecture, clinic, or any other premises used for academic purposes.
3. Failure to return library books, or destruction of all or part of a library book or archival document.
4. Interference with access to classrooms, clinic, or academic offices.
5. Physical detention or restraint of a student, instructor, Eastern School staff member, or administrator while that person is attempting to exercise his/her duties.

**Cases of Senate Jurisdiction.**

1. Disruptive or riotous activity in the student lounge or student centers of nonacademic activity.
2. Forgery of instruments of identification with intent to defraud.
3. Theft of, or wanton damage to, the Eastern School property.
4. Engaging in conduct which interferes with or disrupts any academic function or prevents or limits the free expression of ideas, or which physically obstructs or restrains another member of the Eastern School community or a visitor.
5. Possession of drugs or alcohol on the Eastern School property.

**Student Information (can be filled out by ESATM staff if unknown)**

Name:
Date of Birth:
Address:
Phone Number:
Current Cohort :

**School Information**

Name of Representative or Contact (if known):
Mailing Address of School or Agency Central Office:

Describe the **nature of the problem** (the concerns that led you to submit this complaint), including all **specific facts** relating to the complaint. Attach additional pages or supporting documents as necessary.

**Subject of the Complaint:**

**Proposed Solution:**

State your **proposed solution** to the problem based on your current knowledge of the situation. Attach additional pages or supporting documents as necessary.

### **PRIVACY STATEMENT**

The information requested on this form will be used to investigate and respond to your complaint. In our effort to resolve the issue, this information may be disclosed to the Faculty Jurisdiction or Senate Jurisdiction depending on the type of complaint.

### **DISCLAIMER**

I wish to file a complaint against the named in this complaint form, with the understanding that ESATM may conduct an investigation on my behalf. However, I understand that ESATM does not have the authority to act as my representative in the subject matter of this complaint. I understand that completion of this form is voluntary, but failure to provide requested information and/or failure to sign this form may delay or preclude investigation of my complaint. I understand that, as part of ESATM's investigation on my behalf, a copy of this form may be forwarded to the subject of the complaint or other third-parties as referenced in the Privacy Statement above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
**(Signature required. Unsigned complaints will be returned and will not be processed.)**

**EASTERN SCHOOL OF ACUPUNCTURE AND TRADITIONAL MEDICINE**

**AREA OF CONCERN FORM**

**Instructor Name:**\_\_\_\_\_

**Course:**\_\_\_\_\_

**Student Name:**\_\_\_\_\_

**Class/Group:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Please describe the area of concern for this student:**

**Recommended action:**

**Student printed name/signature/date:**\_\_\_\_\_

**Instructor printed name/signature/date:**\_\_\_\_\_

**Received by administration:**\_\_\_\_\_

**DRUG AND ALCOHOL ABUSE HANDBOOK**  
**PREVENTION PROGRAM**

I have received a copy of the Drug and Alcohol Abuse Handbook and Prevention Program. I understand that if I am a drug or alcohol offender, I will be dismissed from the school immediately. Possession, distribution, or use of alcohol or illicit substances will bring immediate expulsion.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature