



MECH-TECH COLLEGE

MECH-TECH INSTITUTE



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**REGULATION ON THE ILLEGAL USE OF DRUGS AND ALCOHOL ABUSE FOR
EMPLOYEES, FACULTY, STUDENTS AND OTHER MEMBERS OF THE
INSTITUTIONAL COMMUNITY
OF
MECH-TECH COLLEGE, LLC
MECH-TECH INSTITUTE**

REVISED MAY 2023

POLICY ON A WORKPLACE AND STUDY AREAS FREE OF DRUGS AND ALCOHOL

Mech-Tech College and Mech-Tech Institute promote this policy for all its employees, faculty, students and other members of the institutional community since it is necessary to maintain, at all times, a working and study environment that is safe for the development of the teaching-learning process. Mech-Tech College, LLC., and Mech-Tech Institute manifest zero tolerance on the use or possession of illicit drugs and alcohol abuse in our facilities and official activities.

Mech-Tech College and Mech-Tech Institute have the objective of preventing, by all means, the manufacture, use, distribution, transportation, possession, buying, and/or sale of controlled substances inside and outside its facilities. These areas include, but not limited to:

- Administrative offices
- Student services offices
- Classrooms, workshops, and laboratories
- Reception area
- Resting areas, hallways, stairs, and elevators
- Students and employees restrooms
- Conference rooms
- Storage areas
- Library
- Faculty offices
- Entrances and exits of the facilities
- Parking lot
- Official activities held for students in or outside of Puerto Rico
- Curricular and extracurricular activities promoted by the Institution
- Places adjacent or nearby our Institution

All employees, students, faculty, and other members of the institutional community are herein notified that the Regulation on the Illegal Use of Drugs and Alcohol Abuse established apply and must be observed and complied with by administrative personnel, faculty, students, counselors, independent contractors, and all of those who are directly or indirectly related to the Institution. Mech-Tech College, LLC., and Mech-Tech Institute prohibit, in addition, advertising on alcoholic beverages within its facilities.

The Institution will establish a prevention program through which it will inform employees and students in the following aspects:

- health risks of the use of drugs and alcohol
- importance and need to maintain working and study areas free of drugs and alcohol
- orientation program for the prevention on the illegal use of drugs and alcohol abuse
- rehabilitation programs, attendance, and counseling services to attend cases
- sanctions to employees, faculty, and students as well to any other person directly or indirectly related to the Institution and who violate any of the

rules mentioned in this Regulation on the Illegal Use of Drugs and Alcohol Abuse for employees, students, faculty, and other members of the Institutional Community

This Policy complies with the guides proposed by the United States Department of Education and with the “*Drug Free Workplace Act*” of 1988, allowing our Institution to continue its eligibility to the Federal Financial Aid Programs. This policy applies to all dependencies and organisms of the Institution.

A statistics reports will be maintained of the violations and fatalities related to the illegal use and abuse of drugs and alcohol so that the institutional community is informed of the incidents under this Policy. The above mentioned statistical report is the “*Campus-Security*” annual report which is published in the Intranet, Student Portal in the web page, and on the bulletin boards at each campus.

REGULATION ON THE ILLEGAL USE OF OF DRUGS AND ALCOHOL ABUSE FOR EMPLOYEES, STUDENTS, FACULTY, AND OTHER MEMBERS OF THE INSTITUTIONAL COMMUNITY

ARTÍCULO I – TITLE

Policy Regarding the Illegal Use of Drugs and Alcohol Abuse for employees, faculty, students, and other members of the institutional of Mech-Tech College and Mech-Tech Institute.

ARTICLE II – APPLICABLE LAWS

This Policy is based on the following Laws:

- Drug Free Schools and Communities Act, amendment of 1989, Public Law 101-226, approved December 12, 1989, (24 LPRA) and amended, 41 USC 701.
- Drug Free Workplace Act of 1988, (Public Law 100-690 approved November 18, 1988 and amended 41 USC 701).
- Law # 4 of June 23, 1971 as amended and known as Law of Controlled Substances of Puerto Rico (24 LRPA 2002).
- The regulations adopted by the United States Department of Education to implement such laws, 34 CFR sections 85 and 86; 48 CFR sub-section 23.5.
- Law No. 4 of June 23, 1971, as amended, known as Law of Controlled Substances of Puerto Rico (24 LRPA 2002), applies only to Puerto Rico.

ARTÍCULO III – SCOPE

This Regulation will be applicable to administrative personnel, students, advisors, counselors, and independent contractors including faculty.

ARTÍCULO IV – DEFINITIONS

As an integral part of this Policy, the following terms will have the following definitions:

- a. Official activities, as applicable, which Mech-Tech College, LLC., and Mech-Tech Institute promote or public funds are used or its properties.
- b. Alcohol or alcoholic beverage: All alcoholic beverages for human consumption that contain alcohol, are produced by fermentation or distillation.
- c. College – Means Mech-Tech College and Mech-Tech Institute.
- d. Institutional community – group of people that work or study in Mech-Tech College or Mech-Tech Institute.
- e. Contractor – All individuals rendering profesional services in Mech-Tech College and Mech-Tech Institute.
- f. Drugs – Any substance that affects the Central Nervous System.
- g. Employee – All individuals working for the Institution through any type of contract with or without job compensations.
- h. Student – An individual matriculated in any of the programs of study offered by the Institution offers.
- i. Investigative officer – Person designated for the investigation of the alleged violation of any of the rules in this Regulation.
- j. Posession – Material act of possessing controlled substances.
- k. President – The President of Mech-Tech College and Mech-Tech Institute.
- l. Professor – Included all faculty members of the Institution.
- m. Complaint – Written allegation presented by the plaintiff regarding, the use, possession, distribution, manufacture, disposition, handling or any other action related to drugs and/or controlled substances by any given employee, student, independent contractor, his/her agent, and/or employee within the premises or parking areas of the Institution in any place of Puerto Rico and/or Orlando, Florida where an official institutional activity is being sponsored as well as curricular or extracurricular activities sponsored by the Institution.
- n. Accused – Person who committed the violation of any of the norms established in this Policy.
- o. Plaintiff – Person who accuses of a violation to any of the norms established in this Policy.

- p. Sanctions – Disciplinary measures that will apply to the violation of the norms established in this Policy.
- q. Controlled substances – All drugs classified as such under the Federal Law of Controlled Substances (21 USC 812) and in the case of Mech-Tech College, the Law of Controlled Substances of Puerto Rico (24 LPRA 2102). Authorized controlled drugs medically prescribed are excluded. Some of the controlled substances considered as harmful laws, without understanding this as a limitation, are mentioned below:
 - 1. opium
 - 2. heroine
 - 3. methadone
 - 4. cocaine, crack
 - 5. amphetamines
 - 6. LSD
 - 7. mescaline and peyote
 - 8. PCP or Angel’s Dust
 - 9. marijuana
 - 10. hashish

For additional information related to the illegal use of drugs and alcohol abuse and the risk that this causes to the health, refer to Anex A, **“Risks to the health due to the illegal use of drugs and alcohol abuse”**.

- r. Illegal use of drugs and alcohol abuse – Is the ilegal use of drugs, controlled substances, or alcohol consumption by an employee, student, independent contractor, faculty, or any other member of the institutional community within the facilities of the Institution or in activities promoted by the Institution.

ARTICLE V – INFRACTIONS SUBJECTED TO DISCIPLINARY SANCTIONS

Except when authorized by law, it will be considered a violation to the dispositions of this Regulation and are cause for disciplinary sanctions:

- 1. The use or consumption of controlled substances.
- 2. The possession of controlled substances for personal use.
- 3. The possession of illicit drugs.
- 4. The possession with the intention of distribution or sale of controlled substances.
- 5. The fabrication, distribution, transportation, or hiding of controlled substances.
- 6. The sale of controlled substances within institutional facilities or in official activities, inside or outside the school.

7. The consumption or sale of alcoholic beverages in the Institution, its facilities or official activities of the Institution, inside or outside the facilities.

In cases of possession of controlled substances with the intention of distributing or selling; the corresponding authorities will be notified.

It will not be allowed that a person violates what is stipulated in this Policy and Regulation, and he/she will not be allowed to remain in the Institution under the effects of illicit drugs or alcohol.

ARTICLE VI – RADICATION OF COMPLAINT

All employees, students, instructor, or member of the institutional community who have personal knowledge of the events occurred, have the right to present a complaint for the violation of the rules established in this Policy. The plaintiff must have physical or testimonial evidence of the infraction or admission of the incidents from the defendant. The complaint must be presented in writing within a period of ten (10) calendar days since the date that the incident occurred. To calculate such term, administrative and/or academic recesses will not be included.

The complaint must be presented to the Vicepresidency of Student Affairs in case of students and, in case of employees, to the Vicepresidency for Administration. In case of faculty, the complaint will be presented to the Vicepresidency of Education. These officers will submit the complaint to the examining officer to who will conduct a confidential and objective investigation of the case. The investigation will start within a period no greater than ten (10) work days from the date that the complaint was received. The administrative and/or academic recesses will not be included when calculating the ten (10) days.

A. Committee for the Prevention of Use and Abuse of Drugs and Alcohol

The Committee for the Prevention of Use and Abuse of Drugs and Alcohol, in case of Mech-Tech College will be composed of at least three (3) of the following members:

In case of involving employees: The Vice-President for Administration, a Department Director (administrative personnel), campus Counselor, if applicable, Occupational Director of the campus or designated personnel or an alternate member of the campus that does not belong to the campus where the incident occurred.

In case of involving students: The Vice-President of Student Affairs, Vice-President of Education or his representative, Dean of Academic Affairs, the Counselor of the campus where the incident occurred (if applicable), the Occupational Director of the campus or its equivalent or an alternate member that does not belong to the campus where the incident occurred. The campus Nurse can also participate, if applicable.

In case of involving faculty: A member of the Vicepresidency of Education, the Vice-President of Student Affairs, the Vice-President for Administration and/or any other member designated by the Vicepresidency of Education.

When a member of this Committee is the accused, he/she will be excluded from it and the Regulation will apply. The committee is composed of a minimum of three (3) members. In case that the accused is a student, the Committee will be presided by the Vice-President of Student Affairs, and if it is an employee, by the Vice-President for Administration, as long as the circumstances allow it. In case that the accused is a member of the faculty (professor), personnel from the Vicepresidency of Education will be designated.

In Mech-Tech Institute of Orlando, Florida, the Committee for the Prevention of Drugs and Alcohol will be composed by : the Occupational Director, Campus Director, Human Resources Specialist, a member of the faculty (if students are involved), a member of the administration, or through conference call with the Vice President for Administration and/or the Vice President of Student Affairs or any other person designated by the Campus Director. When a member of the committee is the accused, he/she will be excluded, and the Regulation will apply. The committee is composed of three (3) members. In case that the defendant is a student, the Committee will be presided by the Vice President for Student Affairs, and in case of an employee, by the Vice President for Administration, and if it is an instructor, by personnel designated by the Vicepresidency of Education, as long as circumstances allow.

B. Investigation

The examining officer appointed by the Committee for Drugs and Alcohol Prevention will perform a confidential and objective investigation of the case in a period no greater than thirty (30) calendar days and will present the report to the Committee during this period of time. The academic and/or administrative recesses will not be included when calculating the thirty (30) days.

If after the complaint is investigated the Committee determines that there is no sufficient cause for the violation, it will be stated in writing, notified to the plaintiff, and the case will be closed.

If the Committee understands that there is sufficient cause to believe that the accused incurred in the violation, it will carry out a formal hearing so that the part presents his/her defense.

C. Informal Administrative Hearing

The Committee will give an appointment to the plaintiff in a term not greater than ten (10) work days since the date that of cause determination. The notification will be in writing, as long as the circumstances allow it. It can also be notified personally with certainty of the incident or by electronic mail or postal service to the address mentioned in the employee's, student's, and/or member of the institutional community record. This notification must contain:

1. Date, hour, and specific place where the hearing will take place
2. Violations incurred
3. Date that the violations took place

4. Right to express and present any oral and/or documental proof

After the hearing, the Committee will determine if the plaintiff incurred or not in the violations and will present a report of the sanction or sanctions that will be imposed in a term not greater than ten (10) calendar days.

D. Hearing Suspension

If any of the parts is interested in suspending the hearing, it should be notified in writing with a written request to the Complaints Committee with at least three (3) days in advance.

Any of the parts that requested the hearing suspension will appear to the Complaint Committee in the date and hour assigned unless the Committee previously notified the requested suspension.

E. Hearing Guarantees

In the hearing, the Complaints Committee will guarantee the following to all parts:

1. If a minor, the student can attend the hearing accompanied by his/her father/mother or legal tutor.
2. Right to read the complaint and respond to it.
3. Right that all determinations taken by the Committee is written and based in oral and documental evidence presented in the hearing.
4. Right to present all evidential and documental proof pertinent to the complaint.

F. Hearing to Evaluate the Case

The Committee will start the hearing through one of its members by providing a briefing of all controversies involved in the complaint and will explain how the hearing will be carried out.

During the hearing, the Committee will have all the necessary authority to guarantee that the procedure is carried out in an orderly and respectful manner. The Committee has the right to exclude from the process those who do not present adequate behavior.

G. Resolution of the Committee

After the hearing is celebrated, the Committee will issue a report with their determination of the proofed incident, the conclusions and recommendations regarding the sanctions that must be imposed. If the accused is responsible of the incident(s), the Committee will notify in writing the disciplinary sanction imposed and can include a referral for a private or government rehabilitation agency.

ARTICLE VII – IMPOSITION OF THE INSTITUTIONAL DISCIPLINARY SANCTIONS AND APPEAL

The following disciplinary sanctions apply depending on the severity of the case, and will be separated and different to any other penalty that may be imposed under Federal or State law applicable to Mech-Tech College, LLC., and Mech-Tech Institute:

1. Written warning with copy to the personnel record in case of employees or copy to the student's record or member of the institutional community.
2. If necessary, the student, employee, independent contractor, or faculty member will be required to enter a duly recognized and approved rehabilitation program.
3. Probation for indefinite time. In such case, a subsequent violation to any rule or the Regulation will have as a consequence, suspension or expulsion.
4. Suspension from classes, employment, or contract for an indefinite period of time that does not exceed six (6) months. In case of employees, the suspension will be from employment and income.
5. Expulsion in case of students, dismissal in case of employees or contract termination in case of independent contracts; faculty.
6. If necessary, referral to the pertinent government or private agencies.

In case of relapse, the Institution can impose a sanction of expulsion or separation from employment, as applicable. The Institution can impose any of these sanctions or a combination of them.

The disciplinary sanctions will be imposed by the following personnel:

1. The Vice-President of Student Affairs when the violations have been committed by students.
2. The Vice-President for Administration when the violations have been committed by institutional personnel.
3. The Vice-President of Education will notify the determinations regarding faculty members.

If the accused does not agree with the decision, he/she can appeal by submitting a written report to the President within the next five (5) work days since receiving copy of the Notification.

The President or his designated representative will make a decision within the next ten (10) work days of receiving the written appeal.

ARTICLE VIII – STATE AND FEDERAL SANCTIONS FOR THE ILLICIT USE, MANUFACTURE, DISTRIBUTION, POSSESSION OR TRAFFIC OF DRUGS

Following is a summary of the possible state (Puerto Rico) and federal sanctions that may be imposed to any convict for violation of the Law for Controlled Substances.

Mech-Tech College, safeguarding the quality of its services and manifesting its compromise with the society in general, complies with the dispositions of the United States Department of Education and the laws of the Commonwealth of Puerto Rico.

- a. Possible local (State) sanctions – Applies to Mech-Tech College (Puerto Rico)
 1. Article 401 of Law Number 4 of June 23, 1971, as amended, known as “*Controlled Substances Law of Puerto Rico*” (24 L.P.R.A. 2401), penalizes all of those who (1) **Fabricates, distributes, dispatches, transports or hides, or possesses with the intention of fabricating, distributing, dispatching, transporting or hiding a controlled substance;** (2) **produces, distributes or dispenses, transports or hides or possesses with the intention of distributing or dispensing, transporting or hiding a forged substance.**

Substance	Felony classification	Penalty	Subsequent convictions
Controlled substance included in Classifications I or II, that are narcotic drugs	Serious	The fixed reclusion term is 20 years. <u>Aggravating circumstances</u> – Can be increased to a maximum of 30 years. <u>Mitigating circumstances</u> – Can be reduced to a minimum of 10 years.	The fixed reclusion term will be 35 years. <u>Aggravating circumstances</u> – The fixed penalty could be increased to a maximum of 50 years. <u>Mitigating circumstances</u> – The fixed penalty could be reduced up to a minimum of 20 years.
Controlled substance included in Classification I that is not a narcotic drug	Serious	Reclusion penalty for a fixed term of 12 years. <u>Aggravating circumstances</u> – Fixed penalty	Reclusion penalty for a fixed term of 25 years. <u>Aggravating circumstances</u> – Fixed penalty can

		<p>may be increased up to a maximum of 20 years.</p> <p><u>Mitigating circumstances</u> – Penalty can be reduced to a minimum of 5 years.</p>	<p>be increased to a maximum of 40 years.</p> <p><u>Mitigating circumstances</u> – Penalty can be reduced up to a minimum of 10 years.</p>
<p>Controlled substance included in Classification II, that is not narcotic drug or in case of a controlled substance included in Classification III</p>	Serious	<p>Reclusion penalty for a fixed term of 7 years.</p> <p><u>Aggravating circumstances</u> – Fixed penalty may be increased to a maximum of 10 years.</p> <p><u>Mitigating circumstances</u> – can be reduced up to a minimum of 5 years.</p>	<p>Fixed term of 15 years.</p> <p><u>Aggravating circumstances</u> - Fixed penalty can be increased up to a maximum of 20 years.</p> <p><u>Mitigating circumstances</u> - Can be reduced up to a minimum of 10 years.</p>
<p>Controlled substance included in Classification IV</p>	Serious	<p>Reclusion penalty for a fixed term of 3 years.</p> <p><u>Aggravating circumstances</u> – Fixed penalty established may be increased up to a maximum of 5 years.</p> <p><u>Mitigating circumstances</u> – the fixed penalty may be reduced to a minimum of 2 years.</p>	<p>Reclusion penalty for a fixed term of 6 years.</p> <p><u>Aggravating circumstances</u> – Fixed penalty established may be increased up to a maximum of 10 years.</p> <p><u>Mitigating circumstances</u> may be reduced up to a minimum of 4 years.</p>
<p>Controlled substance</p>	Serious	<p>Reclusion penalty for a</p>	<p>Reclusion penalty for a fixed term of</p>

included in Classification V		fixed term of 2 years. <u>Aggravating circumstances</u> – fixed penalty established may be increased up to a maximum of 3 years. <u>Mitigating circumstances</u> – penalty may be reduced up to a minimum of 1 year.	4 years. <u>Aggravating circumstances</u> - fixed penalty established may be increased to a maximum of 6 years. <u>Mitigating circumstances</u> – fixed penalty may be reduced up to a minimum of 2 years.
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Information obtained from the “*Law of Controlled Substances of Puerto Rico*” (24 L.P.R.A. 2401)

2. The Court of Puerto Rico, at its discretion, can impose, in addition to the reclusion penalty, a fine, as stipulated by the “*Ley de Sustancias Controladas de Puerto Rico*” (Law for Controlled Substances of Puerto Rico).
3. Law Num. 4 of June 23, 1971, supra, punishes the possession of controlled substances when a person has acquired the drug through a medical prescription.
4. Article 411(a) of the “*Ley de Sustancias Controladas de Puerto Rico*”, supra, establishes that “*All persons that, knowingly and intentionally and in violation of the dispositions of such law, introduces, distributes, dispenses, administers, possesses or transports for distribution purposes, sells, gives away, delivers in any way, or simply possesses any controlled substances of those included in Classifications I to V in a public or private school or in its vicinities will incur in grave felony and, convicted, will be sentences to the double of the penalties provided by [24 LPRA secs. 2401(b) o 2404(a)] of the supra law, by a crime committed for the first time that involves the same substance and classification.*”
5. Law Num. 22 of 2000, as amended, known as “*Law of Vehicles and Transit of Puerto Rico*”, penalizes the individual who drives a motored vehicled under the possible effects of alcoholic beverages, drugs, or controlled substances.

b. Federal sanctions – Apply to Mech-Tech College as well as Mech-Tech Institute:

1. Any person who knowingly and intentionally possesses a controlled substance, if found guilty, will be sentenced under

Federal law. All students, employees, faculty, and other members of the institutional community that this Federal Law governs in the Commonwealth of Puerto Rico. In case that the persons violate the Federal law, the penalties are severe and include fines, jail, or both fines. The Federal penalties and sanctions vary depending on the type and quantity of the drug and the frequency of the offense. Jail penalties can fluctuate from five (5) years to life.

2. The convictions for violating the Federal Drugs Law, as established in Title 21, Chapter 13, will have penalties that are established in Section 841 of such Title. Penalties may consist of a fine or imprisonment depending on the violation.
3. Federal law disposes the loss of federal benefits including, without being understood as a limitation, the financial aids. In case that a student is convicted under state or federal laws of a felony related to the possession, sale, or activity of controlled substances, they can be hindered from acquiring Title IV benefits. The uneligibility will start from the moment that the student is convicted.

Following is a table that indicates the ineligibility period for illegal possession or sale of drugs:

Number of Offenses	Illegal possession of drugs	Illegal sale of drugs
First offense	One (1) year from the conviction date	Two (2) years from the conviction date
Second offense	Two (2) years from the conviction date	Indefinite period
Third offense or more	Indefinite period	Indefinite period

The student can be eligible to receive financial aid again a day after his/her ineligibility period is over or when he/she has satisfactorily completed a drug rehabilitation program.

Students, employees, faculty, and other members of the institutional community of Mech-Tech College and Mech-Tech Institute are warned that the Federal law related to controlled substances will govern in and outside the facilities and institutions of our Institution. The State law previous described will also apply to Mech-Tech College.

It is imperative that employees, students, as well as faculty notify the Institution of any conviction due to violation of the Law of Controlled substances. This notification must be done no later than five (5) days after the conviction occurs. The omission of notifying this event will involve disciplinary sanctions.

ARTICLE IX– CONVICTION

The sanctions stipulated in the Personnel Handbook will be applied to all employees who have been convicted of violations to the Law of Controlled Substances either Federal or state (Puerto Rico).

All employees, student, or independent contractor (faculty) that is found guilty or declares him/herself guilty in Court for violation to the Law of Controlled Substances, State or Federal, must notify the Institution within five (5) days following the conviction.

Mech-Tech College and Mech-Tech Institute will notify the conviction to the corresponding Federal agency within a period not greater than ten (10) days after being notified of the incident. The Institution will impose one or more of the disciplinary sanctions mentioned in Article VI of this Policy.

Mech-Tech College and Mech-Tech Institute will notify of the conviction to the Federal pertinent agency within a period not greater than ten (1) days after having knowledge of the incident. The Institution will also impose one or more of the disciplinary sanctions mentioned in the *Article for Imposition of Institutional Sanctions* of this Regulation.

ARTICLE X – GENERAL DISPOSITIONS

A. Prevention

Mech-Tech College has a Counseling and Orientation Program which will offer counseling, agencies referrals, and private or public rehabilitation programs to all of those who request it or are referred. In addition, both Mech-Tech College and Mech-Tech Institute offer annual lectures on the damaging effect of the use and abuse of drugs and alcohol. The Institution's Counseling and Orientation Program as well as the Infirmary, in campuses that apply, maintain the institutional community informed through edict panels and boards placed in different areas of the Institution.

B. Exemption

It is stipulated that the consumption of alcoholic beverages will only be allowed in special activities previously authorized by the President and outside of institutional facilities. This does not apply at any moment to student activities carried out within the institutional facilities.

C. Unforeseen matters

In unforeseen matters or affairs by this Regulation and that are left within the coverage of the referred laws, the resolutions taken by the President or personnel designated by him will prevail.

D. Interpretation

This Regulation will be interpreted in the most expanded form in conformity to its purposes.

E. Separation

The dispositions mentioned in this Policy are separated so the nullity of any of them will affect others that can be applied independently.

F. Amendments

This Regulation can be amended by the President either by personal initiative or through any of the parts of the Regulation Review Committee which can be composed by the Vice-President for Administration, Professional Counselors, the Nurse (if applicable), and/or the Vice-President of Student Affairs of the Institution.

If there is an amendment, it will be notified and disclosed in writing.

G. Validity

This Regulation will apply immediately after its approval.

ANEX A - HEALTH RISKS CAUSED BY THE ILLEGAL USE OF DRUGS AND BY ALCOHOL ABUSE

Since drugs are chemical substances that alter the normal function of the body, when they are consumed without prescription and in an addictive manner, they can cause lesions to the brain, heart, liver, and other internal organs. A drug overdose can cause death.

Some of the problems that drug abusers confront are:

- Loss of resistance to fight diseases, because the immunological system suffers and many organs become deteriorated with their use.
- Urgent and compulsive desire to use the drug, because the person needs it psychologically.
- The more a drug is used, the greater the need to feel its effects so it is necessary to increase its dose (tolerance).
- The more drugs are used, the greater the need for money to acquire it. This makes the addict commit delictive acts to pay for the addiction. Some drugs by itself also produce hostility that can cause violence.
- Drug addicts have no friends other than drugs. Their only friends are those who sell drugs while they have money to pay for it.

The motivations for drug users may vary; curiosity of doing what his friends is doing or the desire to escape is the main excuse. It has been observed that behind the use of drugs there is a drug addict who has not been able to solve basic character formation problems having results in their ability to function socially.

MARIHUANA

Marihuana in Puerto Rico is known with other names, such as: “cigarillo”, “pito”, “pitillo”, “gallo”, “pasto”; among others.

Its immediate effect is, by general, explosive laughter, redness of the eyes, hunger, and visual and auditive distortion. Under its effects, concentration levels diminish affecting learning. These capabilities are being lost gradually producing a lack of motivation towards life, and the lack of visual and auditive coordination is dangerous when driving a motored vehicle.

Marijuana can turn an individual paranoic or dilusive; persecution delirium, aluccinations; psicosis, and/or memory loss.

HEROINE

Heroin has no medical use. Its use is illegal as any other non-prescribed narcotic.

Its effects are euphoria, sleepiness, and heaviness, loss of concentration, appetite loss, thirst, and lack of sexual desire.

Heroin abuse may lead to death due to an overdose or by diseases caused when sharing infected needles. The diseases can be hepatitis, tetanus, and AIDS.

COCAINE

It is rarely used in medicine and is commonly used by inhalation through the nose, smoking, or injection.

Cocaine affects the brain, specifically neurotransmitters; it is addictive and can cause death by heart attack, severe convulsions, and/or overdose.

At the beginning, cocaine causes euphoria, well-being, trust, and alert state, but when its initial effects pass, it produces depression (extreme sadness), paranoia (persecution ideas) and in some cases, hostility and aggressiveness.

The use of cocaine develops psychological dependence; it produces heartbeat acceleration and raises blood pressure that may cause coronary spasms and cause death. It also destroys nasal tissue and smoking it can cause pulmonary lesions. An overdose can cause respiratory failure, convulsions, heart attack, and death.

CRACK

Crack is the most lethal of all drugs, because it causes addiction in a very short period of time. It can cause hallucinations worse than any other known drug.

A crack addict feels its effects in seconds; changes in the brain are greater and he immediately feels euphoria which disappears within six or seven minutes; then, symptoms of hyperactivity, irritability, violence, and paranoia appear. In this state, the user can commit delictive acts to get another dose.

Crack affects the nervous system altering its biochemical functions; affects the respiratory system provoking pain in the lungs and bronchitis; muscle and extremities contractions; pupil dilatation, and irregular heartbeats.

The persecution delirium overtakes crack users in such a way that they see everyone who surrounds them as enemies including family members; this causes their desire to eliminate all those who are against him.

VOLATILE SUBSTANCES

Volatile substances are contained in products which penetrating vapors are dissolved in the air. A lot of these products are of common use in the household and the industry and are known as thinner, plastic cement, and others.

When concentrated quantities are aspired by the nose, it can cause loss of control, violent behavior, and loss of sense. It can also cause death for cardiac insufficiency or death by asfixiation if the inhalation is done through a paper bag.

The prolonged inhalation of volatile substances can produce permanent damage to the nervous system as well as the use of some inhalants that can cause damage to the liver, kidneys, blood, and bone marrow.

TRANQUILIZERS

The most common tranquilizers are: Valium, Equanil, Librium and Ativan. Its possession is illegal if they are not prescribed because they cause tolerance, physical, and psychological dependence.

If a tranquilizer is combined with alcohol, it results extremely dangerous. An overdose can cause respiratory failure, convulsions, coma, and death. For these reasons, tranquilizers may only be used under medical prescription.

AMPHETAMINES

Amphetamines have the property to accelerate the nervous system and, as an immediate effect, they turn the person into an extremely awake attitude, with an alert sensation, increasing their facility to concentrate and work production. They are administered orally or intravenous causing the effect of heartbeat acceleration and raising arterial pressure, loss of appetite, and an increase in activity.

Under the use of amphetamines, other effects may occur, such as: panic, tension, and excitation accompanied by mental confusion.

As any other drug, the abuse of amphetamines can cause physical and psychological dependence, cardiac problems, disease complications, and death due to overdose.

Its possession or distribution without medical prescription is illegal. They can only be obtained through a medical prescription and for specific cases.

OTHER NARCOTICS

All of those derived from the Opium flower. Some of them such as: codeine, morphine, mepiridine, and opium have medical use. They are injected intravenously or used orally. Others, such as Methadone is used to substitute heroine in drug addicts who suffer dependency to that drug. Since it is incompatible with heroine, it gives the user the opportunity to diminish its dose until desisting from it.

ALCOHOL

Alcohol is one of the most common depressives and it creates tolerance when abused. The user can develop physical and psychological dependence that have to be treated

medically. The immediate effect of alcohol is the lack of inhibitions, decrease in coordination, and intoxication which can cause a hangover the next day. The abuse of alcohol causes damage to the liver, heart, pancreas, and the gastrointestinal system. It can also provoke deficiencies in the immunological system. Alcohol can also cause emotional and psychological damage and can seriously affect social and family relations.

CONCLUSION

We have seen the effects the the most common drugs produce in people who use and abuse them. We know that they are illegal, and although some people used them only once and never more, others started the addiction thinking it was going to be “only once”. We all know the dangers of experimenting with drugs and most people think that this experimentation is not dangerous, because they can give it up at any given time, although this is a myth.

You have the decision in your hands. Learning how to say NO to any type of drug, including alcohol, is a sign of your strength. You know it is the beginning of a mature life with a future full of hope and progress. This is what awaits you if you maintain yourself firm in your decisions. The decision to use drugs equals the decision not to be in control of your body and mind; not able to respond to what it is said or done. The decision to use drugs is always one against your own person and will affect your health, studies, work, and future.

You have already learned about drugs and its dangers. It is up to you to decide what you want to do with the only life you have been given.

"FOR YOUR HEALTH, FOR YOUR FUTURE, SAY NO TO DRUGS"

ANEX B – HELP CENTERS

<u>Metropolitan Area</u>	<u>Contact Number</u>
1. Al-ANON	(787) 786-1414
2. Alcohólicos Anónimos	(787) 786-8287
3. Alianza Para un Puerto Rico sin Drogas www.alizanzaprsindrogas.com	(787) 759-9489
4. Casa La Providencia	(787) 721-5316
5. Centro Para Tratamiento Dependencia de Heroína	(787) 853-3553
6. Centro Renacer Inc.	(787) 720-0235 (787) 789-3352
7. Fundación Comunitaria de Puerto Rico	(787) 721-1037
8. Hospital de Psiquiatría de Centro Médico	(787) 766-4646
9. Hospital Pavía Hato Rey	(787) 641-2323
10. Hospital San Juan Capestrano	(888) 967-4357
11. Hospital UPR de Carolina	(787) 757-1800
12. Iniciativa Comunitaria	(787) 250-8629
13. Narcóticos Anónimos	(787) 763-5919
14. Servicios de Salud Mental y Contra la Adicción (ASSMCA) www.assmca.pr.gov	(1-800) 981-0023
<u>Bayamón Campus (nearby)</u>	<u>Contact Number</u>
1. Centro de Tratamiento de Adicciones (CTIAM)	(787) 787-4464
2. Complejo de Rehabilitación para Mujeres	(787) 488-1300
3. Grupo Familiar NAR-ANON	(787) 281-8243
4. Hogar Crea Teresita	(787) 798-8856
5. Hogar Crea Vista Alegre	(787) 798-5350

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| 6. Hogar Posada la Victoria | (787) 870-3474 |
| 7. Programa Nuevo Amanecer | (787) 798-3330 |
| 8. TEEN Challenge | (787) 730-0940 |

<u>Vega Baja Center</u>	<u>Contact Number</u>
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|---------------------------------------|----------------------------------|
| 1. ASSMCA | (787) 877-4767 |
| 2. Centro Regional Prevención | (787) 763-7575
ext. 5061-5062 |
| 3. Fundación UPENS | (787) 807-1067 |
| 4. Hogar Crea – Vega Baja | (787) 636-4363 |
| 5. Hogar Silo Misión Cristiano | (787) 858-7564 |
| 6. Línea PAS | (800) 981-0023 |
| 7. Reto Juvenil Arecibo | (787) 880-7218 |

<u>Ponce Campus</u>	<u>Contact Number</u>
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|---|----------------|
| 1. ASSMCA Ponce
Carr. #14 Terrenos
Hospital San Lucas
Ponce, PR 00723 | (787) 840-6630 |
| 2. Centro Madre Dominga Calle Belen Inc. | (787) 290-362 |
| 3. Hogar CREA Ponce
Carr. 511 Km. 1.11
Cotto Laurel
Ponce, PR 00780 | (787) 624-4081 |

<u>Recinto de Mayagüez (áreas aledañas):</u>	<u>Contact Number</u>
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| 1. Hogar CREA Arecibo (Women)
Carr. 862, Km. 5.9
Bo. Garrochales
Sector San Lucas
Arecibo, PR 00612 | (787) 873-7006 |
|--|----------------|

2. **Hogar CREA Cabo Rojo (Adolescents)** (787) 255-3928
Carr. 311 Km 3.1 Int.
Bo. Camino Los Ascencio
Box 438
Cabo Rojo, PR 00623-0438
3. **Hogar CREA Mayagüez** (787) 805-1522
117 Calle Fortunez
General Contreras
Buena Vista
Mayagüez, PR 00680

Orlando, Florida campus	Contact Number
1. ACT Center Inc 4300 South Semoran Boulevard Orlando, FL. 32822	(407) 381-9616
2. ASPIRE Health Partners 45 W Amelia St. Orlando, FL. 32801	(407) 245-0014
3. Health and Recovery Institute 2205 East Michigan Street Orlando, FL. 32806	(407) 895-6846
4. Hogar crea International of Florida 3030 Eunice Ave. Orlando, FL. 32808	(407) 240-6464
5. House of Freedom Drug Rehab Center 2311 N Orange Blossom Trail Kissimmee, FL 34744	(407) 957-9077
6. New Season Treatment Center 1002 North Semoran Boulevard Orlando, FL 32807	(407) 275-8939
7. Orlando Recovery Center 6000 Lake Ellenor Dr. Orlando, FL 32809	(407) 680-1226
8. Retreat Behavioral Health 4020 Carretera del Lago Worth Palm Springs, FL 33461	(855) 802-6600
9. WhiteSands Alcohol & Drug Rehab Orlando 56E Pine St. Orlando, FL 32801	(407) 255-2351