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## Alcohol and Other Drug Prevention Policies

This document outlines the Alcohol and Other Drug Prevention Policies for Penn Commercial Business/Technical School “Penn Commercial”. It may be periodically updated, reflecting changes that allow Penn Commercial to fulfill its mission and program objectives. Penn Commercial reserves the right to change any provisions, offerings, or requirements at any time without prior notice. Such changes will not conflict with those areas specifically governed by state and federal regulations. Penn Commercial also reserves the right to make changes in administration, faculty, or any other school policy or activity without prior notice.

Penn Commercial Business/Technical School  
will distribute this to all  
students, staff, and faculty in one of the following ways:  
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### **MISSION STATEMENT**

Penn Commercial's mission is to provide the best available instruction for individual needs in the shortest time possible and at the lowest practical cost. Our training is aimed at men and women who desire to prepare themselves for careers as well as those who desire to reenter the job market. Our educational philosophy recognizes the need for students to develop a foundation of related skills that will make them adaptable to an ever-changing job market and provide support for our students in achieving their career goals. We strive to provide quality programs that will prepare our students for the best available careers.

### **STATEMENT OF NONDISCRIMINATION**

Penn Commercial Business/Technical School is committed to a policy of non-discrimination in compliance with federal and state regulations. This policy is enforced in our educational programs and in our school activities, which are available to all people, without regard to sex, marital status, physical disability, race, creed, or national origin.

### **STATEMENT OF INSTITUTION NAME(S)**

Penn Commercial Business/Technical School is the primary school name approved and recognized by the Pennsylvania Department of Education and accrediting bureaus. Common primary name abbreviations include:

Penn Commercial

PC

## INTRODUCTION

Penn Commercial is committed to protecting the safety, health and well-being of all students, staff, faculty or any individual in our facility or on our Campus. Our Alcohol and Other Drug Policy (AOD) was designed, developed, and implemented to prevent the unlawful possession, use or distribution of illicit drugs, and alcohol by students and employees. It is the obligation of each student, staff and faculty member to be responsible for his or her own actions and to contribute to a healthy, positive environment conducive to learning and education.

The following alcohol and drug policy, is written with an emphasis on informed decision-making, maintaining a healthy environment, and the promotion of community and communication

This policy supersedes and replaces any other past drug and alcohol policy. Additional policies may be added at any time.

### **Standards of Conduct**

#### *Drug and Alcohol*

Penn Commercial prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by any of its students, employees in its workplace, on its premises or as part of any of its activities. Penn Commercial recognizes that alcohol and drug use poses a significant threat to student goals. We have established a drug-free school program that balances our respect for individuals with the need to maintain an alcohol and drug free environment. One of the goals of Penn Commercial's AOD program is to encourage students to voluntarily seek help with alcohol and or drug problems. If however an individual violates the policy, the consequences may be serious. Mandatory referral for treatment will be provided to the student as a requirement to return to class. However, the ultimate decision to seek the recommended treatment belongs to the student. In addition, students found responsible for violating this policy are subject to the jurisdiction of the State of Pennsylvania as well as Federal Law. This policy is reviewed with all students at the time of enrollment, at orientation and periodically throughout each quarter.

#### *Tobacco Free Policy*

Penn Commercial is a tobacco free facility. This includes all tobacco products, e-cigarettes, and vapes. The tobacco free policy applies to all classrooms, reception areas, waiting rooms, hallways, restrooms, etc. Tobacco use is permitted outside the building in a designated area only. The designated smoking area is to the right of the blue line after you exit the door of the patio. The reason for this is to ensure the health, and safety of non-smoking students and the children at the daycare center. This policy must be followed at all times including the times when the children are not outside. No students, staff or faculty members are permitted to smoke in front of the school at any time. All faculty, staff and students share the responsibility of adhering to and enforcing this policy and have the responsibility of bringing it to the attention of other faculty, staff and students.

Penn Commercial recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of Penn Commercial, students have responsibilities and duties commensurate with their rights and privileges.

## **PREVENTION PROGRAM**

### **Alcohol and Other Drugs**

Penn Commercial is committed to freedom from illegal drugs, abuse of legal drugs, and alcohol use on Penn Commercial property, as well as alcohol and drug use outside the school which adversely affects learning and student performance. In its effort to safeguard the workplace, school property, and students from the effects of drug abuse, Penn Commercial strives to respect the privacy of students and employees while offering assistance towards helping those who have problems. Studies have shown that use of illegal drugs and abuse of alcohol increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, poor morale and neurological damage.

Penn Commercial has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational presentations, referral to community agencies, and school disciplinary actions.

### **Available Assistance for Abuse Problems**

The Director of Student Services provides an overall coordination of the Drug-Free School Program. Penn Commercial is here to assist students by providing referrals to community agencies and health care facilities and to assist faculty and students in their learning about the many aspects of alcohol and other drug consumption and their effects in the classroom and educational outcome. The Director of Student Services is responsible for the enforcement of Disciplinary procedures on campus. Referral to appropriate community agencies and drug and alcohol treatment facilities are provided. *See the Resources Section at the end of this document.*

### **Drug-Free Workplace**

Penn Commercial Business/Technical School strongly supports the Drug-Free Workplace Act of 1988. Penn Commercial prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. 812), on the properties of Penn Commercial. Violations of such prohibitions on school grounds or off-campus while conducting school-related business can result in disciplinary action up to and including termination or expulsion. Although Penn Commercial does not act as an arm of the law, members of the campus community have no immunity from enforcement of the law. Penn Commercial does not and cannot deny access to its property to law enforcement agents seeking to uphold Federal and Pennsylvania drug laws. The disciplinary policy of Penn Commercial permits taking action beyond or separate from any which may be taken by civil authorities. Distribution and use of prohibited drugs may threaten the physical and mental health of the user, as well as the welfare of other students and the academic community. Penn Commercial encourages any individual facing a drug or alcohol problem to seek prompt treatment. Employee Assistance Counseling through Penn Commercial's UPMC Health Care Plan and student referrals to community programs are available for members of the campus community. Penn Commercial does not permit students or staff to be under the influence or use illegal drugs or alcohol in the facilities or on the property. Any infraction of this policy as stated in the Drug and Alcohol Free Workplace Policy signed by all students and employees yearly will result in immediate dismissal from the School. Those individuals seeking drug or alcohol counseling may contact the Director of Student Services who will assist with initial contact of an appropriate agency or the student may contact the agencies in the Resource section of this document.

## HEALTH RISKS

All drugs, including alcohol, can cause marked changes in behavior and have side effects. Their influences can affect the safety and well-being of the users as well as those around them.

Alcohol is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior. Moderate to high doses of alcohol drastically impair an individual's ability to function, sometimes rendering a person unconscious. Long-term drinking of large quantities of alcohol can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer, and may cause irreversible brain damage.

Illicit drugs can interfere with important brain activities, including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

## FINANCIAL AID IMPLICATIONS OF DRUG OFFENSES

**Effective July 1, 2000, a conviction in a state or federal court for a drug-related offense may result in a student losing eligibility for federal financial aid.** If you, the student, are convicted of a drug-related offense after you submit your FAFSA, you might lose eligibility for federal student aid, and you, the student, might be liable for returning any financial aid you received during a period of ineligibility. The period of ineligibility is dependent upon the type of conviction (sale or possession) and if there were previous offenses. If the student was convicted of both selling and possessing illegal drugs, they will be ineligible for the longer period.

## PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL DISCIPLINARY SANCTIONS REGARDING VIOLATIONS OF THE ALCOHOL AND DRUGS PORTION OF THE STUDENT CODE OF CONDUCT

Penn Commercial will impose disciplinary sanctions on faculty, staff, and students (consistent with local, state, and Federal laws described below) for violations of the Alcohol and Other Drugs Policy. Violations of the Alcohol and Other Drugs Policy will be referred to the Director of Student Services for review, adjudication, and referral when appropriate. Disciplinary action, including but not limited to, warnings, suspension, expulsion or referral for prosecution may result from violations of the Alcohol and Drugs Policy. All Penn Commercial Students must follow the Student Code of Conduct as described herein and in the Student Catalog while attending any Penn Commercial sponsored activity, class, or lab whether on campus or at an offsite field trip or externship.

## STUDENT CONDUCT POLICY

Penn Commercial recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of Penn Commercial, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Penn Commercial provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of Penn Commercial's mission. Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below. Penn Commercial reserves the right to take necessary and appropriate action to protect the safety and well-being of the school community. Such action may include the pursuit of disciplinary action for any violation of the School Code of Conduct, or any violation of Commonwealth of PA or Federal Law on or off campus that affects the school's educational interests.

### *Violations*

The following is a list of behaviors that violate Penn Commercial Student Conduct Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors.

- Persistent or gross acts of willful disobedience or defiance toward school personnel.
- Assault, battery, or any other form of physical abuse of a student or school employee.
- Fighting and/or verbal abuse of a student or school employee.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
- Any conduct that threatens the health or safety of another individual.
- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Any form of unwanted sexual attention or unwanted sexual contact.
- Violations by guest of a student on school property. Students are responsible for the actions of their guests.
- Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
- Interference with the normal operations of the school.
- Use of cell phones or other electronic devices during scheduled classroom times.
- Unauthorized entry into, or use of, school facilities.
- Forgery, falsification, alteration, or misuse of school documents, records, or identification.
- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
- Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest.
- Extortion.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire equipment, failure to exit during fire drill, turning in false fire alarms, and bomb threats.
- Use, sale, possession, or distribution of illegal or controlled substances, drugs or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.

- Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
- Possession or use of a weapon on school property or at school sponsored functions.
- Tobacco use in classrooms or other school buildings or areas unless designated as a smoking area.
- Failure to comply with direction of school officials, faculty or staff who is acting in the performance of their duties.
- Failure to identify oneself or display ID card when on school property or at a school-sponsored event.
- Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
- Any act considered inappropriate or as an example of misconduct that adversely affects the interests of Penn Commercial and/or its reputation.
- Any violation of the institution's policies on the responsible use of technology.
- Abuse of the Penn Commercial disciplinary system.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

## **DISCIPLINARY PROCEDURES**

### ***Complaint***

Any member of Penn Commercial (i.e. faculty, staff, and student) may file a complaint against any student for misconduct or for otherwise being in violation of Penn Commercial policies. The complaint shall be directed to the Director of Student Services. Complaints should be submitted as soon as possible after the alleged violation occurred. Allegations of substance use should be directed to the Director of Student Services.

The Director shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Unless otherwise provided by law, Penn Commercial generally will not disclose the name of the person making the complaint to the accused student unless it determines in its sole discretion that the circumstances warrant it.

### ***Notification and Adjudication***

Within a reasonable period of time after the complaint is received, the Director will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Director to discuss the complaint and alleged violation. The Director will render and communicate the decision to the student.

If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director may make a determination of violations of Penn Commercial policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.

The Director's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of Penn Commercial.

### ***Procedures Regarding Student Dismissals/Termination***

When the administration proposes to terminate a student from Penn Commercial, the following procedures should apply unless the student elects to forego them.

The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). A Disciplinary Board meeting will be scheduled not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of Disciplinary Board meetings may be extended at the discretion of the Directors.

At the date, time, and location scheduled, The Director of Student Services convenes the meeting of the Disciplinary Board. It shall include members of the school and surrounding community as seen necessary in accordance with procedural fairness. Each meeting shall include:

- Introduction of all parties
- Review of Confidentiality expectations
- Review of the infraction or charges
- Brief opening statement by the complainant
- Questions by the Disciplinary Board and respondent
- Brief opening statement by the respondent
- Questions by the Disciplinary Board and complainant
- Presentation of Witnesses, if applicable, by the Disciplinary Board, complainant and respondent
- Closing statement by the Disciplinary Board, complainant, and the respondent
- Closing statement by the respondent including recommendations for action
- Private deliberation by the Disciplinary Board to determine appropriate sanctions
- Discussion and sharing of prior violations if the student is found responsible and prior violations exist
- Review of findings of "responsible" or "not responsible"



After the meeting, the Disciplinary Board shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The Disciplinary Board will issue a written determination. The Directors shall provide the student with a copy of the determination within 5 days, including information regarding the student's right of appeal. Records will be maintained in the student's permanent file.

### ***Interim Suspension***

Penn Commercial may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Penn Commercial sole judgment, the student poses a threat of harm to himself, to others, or to property of Penn Commercial or a member of Penn Commercial. During the interim suspension, students shall be denied access to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Directors may determine to be appropriate.

## **SANCTIONS**

Penn Commercial may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Penn Commercial reserves the right to immediately impose any sanction if circumstances merit. Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student found to have violated the Student Conduct Policy:

**Warning** - A notice in writing that a student has failed to meet some aspect of the school's standards and expectations by violating the Student Code of Conduct.

**Probation** - Probation is used for repeated violations or a specific violation of a serious nature. The Director of Student Services will define the terms of probation.

**Suspension** - Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.

**Termination** - The student will be terminated from Penn Commercial immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school at any time or for any reason.

**Restitution** - Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.

**Discretionary Sanctions** - The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## **APPEAL PROCEDURES**

Students wishing to appeal a disciplinary decision may do so in the following manner:

The student must obey the terms of the decision pending the outcome of the appeal, i.e. a student who has been suspended from school may not be on school property.

The student must write a letter of appeal, addressed to the Vice President of Operations. This letter will give the student the opportunity to indicate his/her position on the decision. It must detail all bases for the appeal. It must be delivered to the Vice President of Operations within seven calendar days following the student's receipt of the decision.

The Vice President of Operations shall appoint a committee comprised of staff members not involved in making the initial disciplinary decision to review appeals and make a recommendation regarding disposition of the appeal. The student making the appeal and the person bringing the charges may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the Disciplinary Board meeting including, for example, relevancy of evidence, duration of the Disciplinary Board meeting or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the Vice President of Operations with its recommendation following its review of the appeal. The Vice President of Operations will render a written decision on the appeal within 30 calendar days from receipt of the appeal and communicate same promptly to the student.

## **SEARCH OF STUDENT'S PROPERTY**

Penn Commercial reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Penn Commercial staff that a serious risk to the health, safety, and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto school property, lockers, backpacks, and clothing.

## **VIOLATIONS OF LAW**

If a student is charged with a violation of Federal, state, or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the Penn Commercial community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-school premises. Penn Commercial will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

## **DRUG-FREE WORKPLACE FOR EMPLOYEES**

### *Purpose*

Penn Commercial is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug free environment.

### *Responsibilities*

A safe and productive drug free workplace is achieved through cooperation and shared responsibility.

Both employees and supervisors have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on-or off-duty use of alcohol or other drugs. In addition, employees are encouraged to:

- Be concerned about working in a safe environment;
- Report dangerous behavior to their supervisor.

It is a supervisor's responsibility to:

- Inform employees of this policy;
- Investigate reports of dangerous practices;
- Document negative changes and problems in performance.

Communicating our Drug-Free Workplace Policy to both employees and supervisors is critical to our success. To ensure all employees are aware of their role in supporting this policy:

- All employees will receive a written copy of the policy;
- The policy will be reviewed in orientation sessions with new employees;
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

### *To Whom Does This Policy Apply?*

Any individual who conducts business for Penn Commercial, is applying for a position or is conducting business on Penn Commercial's property is covered by this policy. Penn Commercial's Drug-Free Workplace Policy is intended to apply whenever anyone is representing Penn Commercial or conducting business for Penn Commercial.

### *Prohibited Conduct*

It is a violation of Penn Commercial's Drug-Free Workplace Policy to manufacture, use, possess, sell, trade, be under the influence of and/or offer for sale alcohol, illegal drugs or intoxicants while on Penn Commercial's property or while conducting business for Penn Commercial.

Employees taking prescribed medication under the direction of a physician are responsible for being aware of any effect such medication may have on the performance of their job duties and must promptly report to their immediate supervisor the use of any medication which might impair their ability to perform their job. Employees who are impaired due to such use which has not been reported will not be permitted to work and may be subject to discipline up to and including discharge. Any employee who is convicted of a criminal drug violation in the workplace must notify Penn Commercial in writing within five (5) calendar days of the conviction. Penn Commercial will take appropriate action within thirty (30) days of notification. Federal contracting agencies will be notified when appropriate. Entering Penn Commercial's property constitutes consent to searches and inspections. If an individual is suspected of violating the Drug-Free Workplace Policy, he/she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing; lockers, wallets, purses, briefcases and lunchboxes; desks and workstations; and vehicles. Participation in searches is a mandatory condition of employment.

### *Drug Testing*

To ensure the accuracy and fairness of a testing program, all testing will be conducted according to DHHS/SAMHSA guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be done at Med Express and will be maintained in separate confidential records.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, refuses to sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Each employee, as a condition of employment, may be subject to reasonable suspicion drug and alcohol testing and random drug testing. The substances that will be tested for are amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP) and alcohol.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

### *Consequences for Violating the Drug-Free Workplace Policy*

Any employee who tests positive or who otherwise violates this policy will be discharged immediately. One of the goals of Penn Commercial's Drug-Free Workplace Policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems through the Employee Assistance Program offered through the UPMC insurance plan. The phone number for assistance can be found on the back of the individual's provider card. If, however, an individual violates the policy, the consequences are serious. Treatment for alcoholism and/or other drug use disorders may be covered by the employee's health care benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee. Faculty and staff members may also be referred to the providers located in the resource section of this booklet and available county agencies.

## **DISCIPLINE POLICY FOR EMPLOYEES**

Penn Commercial expects employees to maintain certain standards of performance, safety and conduct. Penn Commercial does not tolerate such behavior as stealing, dishonesty, insubordination, drinking alcoholic beverages during business hours, or use of a controlled substance during business hours. In addition, repeated tardiness, excessive absenteeism, and failure to comply with school policies are not acceptable. These examples are not all inclusive but are just a small sample of behavior that will not be tolerated by Penn Commercial.

Generally these standards are recognized and observed by faculty and staff members without any need for action by supervisors. Penn Commercial has the right to discipline employees who do not abide by these standards.

The following steps cover the normal pattern of discipline for employees:

- A written warning will be issued to the employee. This warning will contain a statement of the problem, what corrections are necessary, and the date by which the improvements should occur. The employee will be asked to sign the form indicating that he/she has read it. A copy will be placed in the employee's personnel file, and a copy will be given to the employee.
- If the performance problem reoccurs after the written warning, disciplinary action up to and including discharge may occur.
- Written warnings will be removed from an employee's personnel file after two (2) years of active employment if there have been no subsequent warnings.

Penn Commercial reserves the right to deviate from the above guidelines and immediately terminate or discipline any employee as it considers necessary in the individual circumstances. Serious infractions that may result in immediate dismissal include, but are not limited to, violations of the Confidentiality Policy, Attendance Policy, Cell Phones/Personal Cell Phone Use Policy, Anti-Discrimination/Anti-Harassment Policy or Drug-Free Workplace Policy, stealing, insubordination, dishonesty, fraud, or clear cases where conflict of interest has been violated.

#### **VIOLATIONS OF LAW**

If a student or employee is charged with a violation of Federal, state, or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student or employee when the school has a reasonable belief that the health, safety, or welfare of the Penn Commercial community is threatened. Disciplinary procedures may be instituted against a student or employee charged with violation of a law that is also a violation of the student and employee conduct policies. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-school premises. Penn Commercial will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

## FINANCIAL AID IMPLICATIONS OF DRUG OFFENSES

**Effective July 1, 2000, a conviction in a state or federal court for a drug-related offense may result in a student losing eligibility for federal financial aid.** If you, the student, are convicted of a drug-related offense after you submit your FAFSA, you might lose eligibility for federal student aid, and you, the student, might be liable for returning any financial aid you received during a period of ineligibility. The period of ineligibility is dependent upon the type of conviction (sale or possession) and if there were previous offenses. If the student was convicted of both selling and possessing illegal drugs, they will be ineligible for the longer period.

### HOW DRUG OFFENSES MAY AFFECT A STUDENT'S FINANCIAL AID

Penn Commercial supports the Federal, State and municipal laws governing the illegal use, possession or transferring of any narcotic drug, such as, but not limited to, marijuana or heroin, or other drugs such as LSD, barbiturates, or amphetamines. Penn Commercial will not be responsible for, nor offer protection to, any student violating these laws. In addition, the Penn Commercial requires students to refrain from involving themselves and other students in any violation of these laws.

As part of the Higher Education Opportunity Act, students should understand how any drug-related offenses could impact their eligibility for federal student aid (Title IV). Federal student aid includes the following:

- Federal Pell Grant
- Federal SEOG (Supplemental Educational Opportunity Grant) Grant
- Direct Stafford Loan
- Direct Parent PLUS Loan
- Direct Graduate PLUS Loan

A conviction for any drug offense during a period of enrollment, in which a student was receiving Title IV aid, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any Title IV, HEA program funds, loans, or work-study assistance.

This information would be obtained from the Free Application for Federal Student Aid (FAFSA) from question 23, that asks if “students have been convicted for the possession or sale of illegal drugs.” Upon receiving this information from the Federal Processor, the Office of Financial Aid will notify students in a timely manner if they have lost eligibility and will then also be advised upon how they can regain eligibility.

## **LOCAL, STATE, & FEDERAL SANCTIONS**

### **The Drug-Free Schools and Communities Act**

In 1989, the Federal government adopted the Drug-Free Schools and Communities Act. As a condition of receiving Federal grants, Penn Commercial must certify that it is in compliance with this law. This means that underage drinking is not only a violation of state law, but also a violation of school policy and will be sanctioned under Penn Commercial's student conduct system.

### **Pennsylvania and Federal Laws**

All members of the Penn Commercial community must adhere to all applicable local, state, and federal laws related to the sale and use of alcoholic beverages and other drugs and controlled substances.

### **Policy on Alcoholic Beverages**

Pennsylvania Act 31 governs all matters relating to alcohol. As a member of the Penn Commercial community, students, faculty, and staff are required to observe Pennsylvania law. No person under the age of 21 is permitted to purchase, consume, transport, or possess alcoholic beverages. Alcoholic beverages will be confiscated from students who are under 21 years of age. Failure to comply will result in further disciplinary action. Students, faculty and staff must abide by the terms of the policy. Furthermore, the Drug-Free Workplace Act of 1998 requires any employee to notify the Vice-President of Operations of any conviction under a criminal drug statute for violations occurring on or off campus premises while conducting Penn Commercial business. A report of the conviction must be made within five days following the conviction. Persons age 21 and over violate Pennsylvania law when they furnish alcohol to a minor. A fine of up to \$2,500.00, or imprisonment up to three months for failure to pay any fine, will be imposed. Repeat offenders will be fined at least \$300.00 and may be imprisoned for up to one year.

### **Policy on Illegal Drugs**

Penn Commercial strictly adheres to the federal and state laws that prohibit the distribution, sale, or use of controlled substances. Students illegally possessing, distributing, or using any controlled substance or paraphernalia will be subject to immediate disciplinary action. Please note: the odor of marijuana is also grounds for disciplinary action.

## **Legal Sanctions - Laws Governing Alcohol and Drugs**

### **Alcohol**

Under Pennsylvania state law, a person less than 21 years of age may not purchase, consume, possess, or transport alcohol. Any person convicted of violating this law will have her/his driver's license suspended for ninety (90) days. A second offense will result in a one-year suspension of driving privileges and a fine up to \$500. Additionally, any person who intentionally provides alcohol to a person less than 21 years of age is guilty of a misdemeanor of the third degree, which carries a fine of at least \$1,000 for the first (1st) offense.

Pennsylvania state law allows a driver to be considered intoxicated and charged with driving under the influence (DUI) if she/he has symptoms of intoxication and blood-alcohol content (BAC) greater than 0.08 percent. A BAC of 0.08 percent can be obtained by consuming a little less than one (1) drink per hour. A driver will be charged with DUI if her/his BAC exceeds 0.08 percent.

Additionally, Pennsylvania state law penalizes public drunkenness and defines it as: "A person is guilty of a summary offense if he/she appears in any public place manifestly under the influence of alcohol to the degree he/she may endanger himself/herself or other persons or property, or annoy persons in his/her vicinity."

### **Drugs**

Both Federal and state laws impose sanctions for the possession, use, and distribution of illegal drugs. The sanctions for any given offense depend on the type and quantity of the drug involved and whether the offense is possession, use, or distribution.

Under federal law, simple possession of a controlled substance carries a penalty of imprisonment for up to one (1) year, plus a minimum fine of \$1,000. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the first-time offender will be imprisoned for not less than five (5) years and not more than twenty (20) years and fined. Also under federal law, any person 18 or more years old who distributes drugs to anyone under age 21 will be imprisoned or fined, or both, up to twice what is otherwise provided by law, with a minimum prison sentence of one (1) year. This same penalty applies to any person who distributes or possesses with intent to distribute drugs to anyone within 1,000 feet of a college campus. Pennsylvania law imposes similarly strict sanctions on the unlawful use, possession, and distribution of drugs. In addition to imposing fines and imprisonment for violation of its drug laws, Pennsylvania will seize all of the violator's property that was used in committing the crime.

## **STATE AND FEDERAL SANCTIONS**

The following is a summary description of the legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

### **State penalties and sanctions for illegal possession, sale, or delivery of a controlled substance:**

- The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq. sets up five schedules of controlled substances based on potential for abuse, dangerousness, and medical uses. The act prohibits, among other things, the manufacture, distribution, sale, or acquisition by misrepresentation or forgery of controlled substances except in accordance with the act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the act range from thirty (30) days imprisonment, a \$500 fine, or both, for possession or distribution of a small amount of marijuana or hashish, but which was not for sale, to fifteen (15) years imprisonment, a \$250,000 fine, or both, for the manufacture or delivery of a Schedule I or Schedule II narcotic.

Fines and terms of imprisonment may be doubled under certain circumstances, including the distribution of a controlled substance to a person under 18 years of age or a conviction for a second or subsequent offense.

- 18 Pa. C.S. §§ 6314, 6317. A person over 18 years of age who is convicted for violating the Controlled Substance, Drug, Device and Cosmetic Act shall be sentenced to a minimum of at least one (1) year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which is located a public, private, or parochial school or a college or university or within 250 feet of the real property on which is located a recreation center or playground or on a school bus ("drug free school zones"), the person shall be sentenced to an additional minimum sentence of at least two (2) years total confinement. Such offenses not involving minors in drug-free school zones are subject to a mandatory minimum of two (2) years of total confinement.



- The Pharmacy Act of 1961, 63 P.S. § 390-8 prohibits, among other things, procuring or attempting to procure drugs by fraud, deceit, misrepresentation, or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one (1) year of imprisonment, a \$5,000 fine, or both. For each subsequent offense, the maximum penalty is three (3) years of imprisonment, a \$15,000 fine, or both.
- The Vehicle Code, 75 Pa. C.S. § 3802 et seq. prohibits driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating, or being in actual physical control of the movement of the vehicle or if the alcohol concentration in the individual's blood or breath exceeds the stated limits. Penalties for first-time violators of the act range from a mandatory term of six (6) months' probation, a \$300 fine, or both, to a maximum of seventy-two (72) hours' imprisonment, a \$5,000 fine, or both. Penalties for subsequent violations increase to a maximum of not less than one (1) year imprisonment, a \$10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, attendance at a victim-impact panel, use of an ignition interlock device, and/or suspension of operating privileges.

**Drugs -federal penalties and sanctions for illegal possession or trafficking of a controlled substance:**

- 21 U.S.C.S. § 844(a). For the first conviction: up to one (1) year of imprisonment and fine of at least \$1,000, or both. After one (1) prior drug conviction: at least fifteen (15) days' imprisonment, not to exceed two (2) years, and fine of at least \$2,500. After two (2) or more prior drug convictions: At least ninety (90) days' imprisonment, not to exceed three (3) years, and fine of at least \$5,000.

The special sentencing provisions for possession of flunitrazepam (the "date rape drug") include imprisonment not to exceed three (3) years and fine of at least \$1,000.

The special sentencing provisions for possession of a mixture or substance that contains a cocaine base (i.e., crack) are: a mandatory minimum of at least five (5) years' imprisonment, not to exceed twenty (20) years, and fine of at least \$1,000, if: (i) this is a first (1st) conviction and the amount possessed exceeds five (5) grams; (ii) this is a second (2nd) conviction and the amount possessed exceeds three (3) grams; or (iii) this is a third (3rd) or subsequent conviction and the amount possessed exceeds one (1) Gram.

In addition to the above penalties, the court has discretion, upon conviction, to order a fine in the amount of the reasonable costs of the investigation and prosecution of the offense.

- 21 U.S.C.S. §§ 853(a) and 881(a). This statute allows for the forfeiture of personal and real property used, or intended to be used, to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year of imprisonment (see special sentencing provisions above for cocaine-based drugs, such as crack). Additionally, this allows for the forfeiture of money, controlled substances, drug paraphernalia, firearms, books and records, vehicles, boats, aircraft or any other conveyance used, or intended to be used, to transport or facilitate the transportation, sale, receipt, possession, or concealment of a controlled substance or any raw materials, products, or equipment of any kind which are used, or intended for use, in manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance.
- 20 U.S.C.S. § 1091(r). A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under federal law, shall not be eligible to receive any grant, loan, or work assistance during the

period beginning on the date of such conviction and ending after the interval specified as follows. If convicted of an offense involving the possession of a controlled substance: first (1st) offense, the student is ineligible for one (1) year; second (2<sup>nd</sup>) offense, the student is ineligible for two (2) years; third (3<sup>rd</sup>) offense, the student is ineligible indefinitely. If convicted of an offense involving the sole of a controlled substance, the penalty for the first (1st) offense is on ineligibility period of two (2) years; the penalty for a second (2<sup>nd</sup>) offense is ineligibility for on indefinite period.

A student whose eligibility has been suspended under the above paragraph may resume eligibility before the end of the ineligibility period if (a) the student satisfactorily completes a drug rehabilitation program that (i) complies with such criteria as prescribed by regulations and (ii) includes two (2) unannounced drug tests; (b) the student successfully passes two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as prescribed by regulations; or (c) the conviction is reversed, set aside, or otherwise rendered not valid.

- 21 U.S.C.S. § 862 The following penalties are for possession of a controlled substance. Penalties are increased for trafficking.  
Denial of federal benefits, such as grants, contracts, loans, and professional and commercial licenses, up to one (1) year for the first (1st) offense and up to five (5) years for the second (2<sup>nd</sup>) and subsequent offenses
- 18 U.S.C.S. § 922(g). Under this statute, one who is on unlawful user of, or addicted to, controlled substances is ineligible to own or possess firearms or ammunition.

Miscellaneous statutes. Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

## **Alcohol**

### **State penalties and sanctions for illegal possession or other violations:**

The Pennsylvania Liquor Code, 47 P.S. § 1-101 et seq., controls the possession and sale of alcoholic beverages within the commonwealth. The code (in conjunction with portions of the Pennsylvania statutes pertaining to crimes and offenses involving minors, 18 Po. C.S.A. §6307 et seq.) provides as follows:

- It is a summary offense for a person under the age of 21 to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverages. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to \$300, and imprisonment for up to ninety (90) days; for a second (2<sup>nd</sup>) offense, suspension of driving privileges for one (1) year, a fine up to \$500, and imprisonment for up to ninety (90) days; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$500, and imprisonment for up to ninety (90) days. Multiple sentences involving suspension of driving privileges must be served consecutively.
- It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of 21) "Furnish" means to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. The minimum fine for a first (1st) violation is \$1,000; \$2,500 for each subsequent violation; and imprisonment for up to one (1) year for any violation.

- It is a crime for any person under 21 years of age to possess on identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to \$300, and imprisonment for up to ninety (90) days; for a second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to \$500, and imprisonment for up to one (1) year; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$500, and imprisonment for up to one (1) year.
- It is a crime intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell on identification card falsely representing the identity, birth date, or age of another. The fine is up to \$2,500 for the first (1st) violation; up to \$5,000 for subsequent violations; and imprisonment for up to two (2) years for any violation.
- It is a crime knowingly to misrepresent one's age to obtain liquor. Penalties are as stated in (c) above.
- It is a crime for any person to appear in any public place manifestly under the influence of alcohol to the degree that she/he may endanger herself/ himself or other persons or property, or annoy persons in her/his vicinity. The penalty is a fine up to \$300 and imprisonment for up to ninety (90) days.
- It is a crime knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one (1) year.
- It is a crime to hire, request, or induce any minor to purchase liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one (1) year.
- Sales without a license or purchases from on unlicensed source of liquor or malt beverages are prohibited. It is unlawful to possess or transport liquor or alcohol within the commonwealth unless it has been purchased from a Pennsylvania State Liquor Store or in accordance with Liquor Control Board regulations.

## RESOURCES

- Controlled Substances-Uses and Effects
- Federal Trafficking Penalties for Schedule I, II, II, IV and V (except Marijuana)
- Washington County Resource Guide Resource Guide / Mental Health and Drug and Alcohol Services

Washington Health System Mercy Hospital	724.225.7000
Ohio Valley General Hospital	412.777.6161
St. Clair Hospital	412.942.4000
Canonsburg Hospital	724.745.3908

- Ambulance and Chair/Ambulance/EMS 9-1-1
- South Strabane Fire Department: Emergency 9-1-1
- South Strabane Police Department: Emergency 9-1-1

### **SPHS C.A.R.E. Center**

75 Maiden Street  
Washington, PA 15301  
Drug & Alcohol 724-228-2200  
Behavioral Health 724-229-3430  
DUI 724-229-5782  
[www.sphs.org](http://www.sphs.org)

The SPHS CARE Center supports and promotes the health and wellbeing of individuals and families with particular emphasis on eradicating the negative effects of substance abuse, sexual assault, and family dysfunction by providing counseling, education, advocacy, and other services to the community.

### **Domestic Violence Services of Southwestern Pennsylvania**

724-223-9190 or 800-791-4000  
[www.womens-shelter.com](http://www.womens-shelter.com)

Assistance for the victims of domestic violence.

### **Sexual Assault Hotline**

(SPHS C. A. R. E. Center STTARS Program, Sexual Trauma Treatment and Recovery Services)  
351 West Beau Street, Suite 201  
Washington, PA 15301  
724-229-5007 or 888-480-7283  
[www.sphs.org](http://www.sphs.org)

## **DRUG AND ALCOHOL SERVICES**

### **Abstinent Living at the Turning Point**

199 North Main Street  
Washington, PA 15301  
724-228-2203

[www.abstinentliving.com](http://www.abstinentliving.com)

A halfway house for individuals receiving drug and alcohol treatment.

### **Al-Anon Family Groups**

Adult/Children Center Presbyterian Church  
204 37th Street  
Pittsburgh, PA 15201  
800-628-8920

[www.pa-al-anon.org](http://www.pa-al-anon.org)

The Al-Anon Family Groups, which includes Alateen, are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

### **Family Links**

843 Climax Street  
Pittsburgh, PA 15210  
412-381-8230

[www.familylinks.org](http://www.familylinks.org)

Drug and alcohol treatment services, mental health, developmental disabilities support services, family and youth services and crisis intervention.

### **Gateway School & Community-Based Prevention Services**

375 Valley Brook Road Suite 102  
McMurray, PA 15317-3370  
724-941-2850

[www.gatewayrehab.org](http://www.gatewayrehab.org)

A not-for-profit organization that offers addiction treatment and prevention services for adult men and women, educators, employers, families, healthcare professionals, parents, students, youth and young adults.

### **Greenbriar Treatment Center**

800 Manor Drive  
Washington, PA 15301  
724-225-9700 or 800-637-HOPE (4673)

[www.greenbriar.net](http://www.greenbriar.net)

An in-patient treatment/rehabilitation facility for drug/alcohol addiction.

### **SPHS C.A.R.E. Center**

75 East Maiden Street, Suite 100  
Washington, PA 15301  
724-228-2200

[www.sphs.org](http://www.sphs.org)

Counseling for all age groups, including individual and group counseling. Treatment/rehabilitation programs available. Aftercare programs. Fee for the Stout school. (Drunk Driving)

**Southwest Behavioral Care, Inc. (SPHS)**

250 Chamber Plaza  
Charleroi, PA 15022-1607  
724-489-0215

[www.sphs.org](http://www.sphs.org)

Provides mental health services for children and adults. Also, summer therapeutic camps, individual and group therapy, school-based therapy and medication management.

**Turning Point II**

**Outpatient**

90 W. Chestnut Street, Suite 510  
Washington, PA 15301  
724-222-0112

[www.addictionmanager.org](http://www.addictionmanager.org)

Outpatient Therapy tailored to meet the needs of adult and adolescent women and men clients to help them consolidate and integrate the skills and techniques they are learning through therapy sessions. Therapy includes **Problem Gambling** in addition to alcohol/drug addiction recovery.

**Washington Drug & Alcohol Commission, Inc.**

**Assessment Unit**

90 West Chestnut Street, Suite 310  
Washington, PA 15301  
724-223-1181 or 800-247-8379

[www.wdacinc.org](http://www.wdacinc.org)

Assessment and referral to drug and alcohol intervention, prevention and treatment services.

**Wesley Spectrum Services**

26 South Main Street  
Washington, PA 15301  
724-222-7500

[www.wesleyspectrum.org](http://www.wesleyspectrum.org)

Adult/Adolescent Drug and Alcohol outpatient assessments. A program for individuals with a dual diagnosis of mental illness and drug and alcohol abuse. Also, offers an intensive outpatient and partial hospitalization service for the dual diagnosis program.

**Healthcare Insurance Assistance**

Centerville Clinics  
27 Highland Ave.  
Washington, PA 15301  
724.222.5095

[www.centervilleclinics.com](http://www.centervilleclinics.com)

[www.healthcare.gov](http://www.healthcare.gov)

**Legal Services**

**Southwestern Pennsylvania Legal Services, Inc.**

10 West Cherry Avenue  
Washington, PA 15301  
724-225-6170

[www.splas.org](http://www.splas.org)

## **Additional Enforcement Resources**

### **ADULT EDUCATION/GED INSTRUCTION/UPGRADING BASIC SKILLS**

- **Intermediate Unit 1** offers adult education classes for transitioning to postsecondary education or work on Tuesdays and Thursdays. The classes provide instruction in reading, writing, math, science and social studies in order to 1) prepare for a High School Equivalency Exam (GED or HiSet), 2) prepare for an entrance exam for postsecondary, and/or 3) brush up on skills for a job. Scholarships are available toward the cost of the GED exams. For more information call 724-938-3241 ext.417.
- **Intermediate Unit 1** offers English as a Second Language (ESL) classes and tutoring both as a group and on an individual basis. The IU 1 ESL Coordinator is Erin Vitale – 724-938-3241 x 414 or contact Jessica Luisi (Literacy Council of SW PA) at 724-228-6188 for more details and to schedule an appointment.
- **Intermediate Unit 1** administers the HiSet exams monthly at **PACareerLink Mon Valley** located in Donora, PA. The HiSet is a paper and pencil test that is approved by the Pennsylvania Department of Education for High School Equivalency. It is an alternative to the GED test. Please call 724-938-3241 ext. 257 for more information on registration and scheduling. Please visit [hiset.ets.org](http://hiset.ets.org) for more information regarding the test.
- **Community Action Southwest** offers classes on Monday, Wednesday and Friday. The agency also offers classes at its office at 150 West Beau Street in Washington on Tuesday afternoons and until 7pm each Thursday. Their classes are designed to assist students to obtain their GED, improve their educational abilities, prepares you to attend a trade school or college or to get a job. Financial assistance may also be available to cover the cost of the GED exam. For more information, call 724-225-9550 ext. 437.

### **HOW TO GET HIGH SCHOOL EQUIVALENCY (GED) DOCUMENTS**

- To request a copy of transcript, diploma, or letter of verification of high school equivalency, visit [www.diplomasender.com](http://www.diplomasender.com). The cost for copies in the Commonwealth of PA is \$15.00.
- By phone: (855) 313-5799 between 8:30AM-6:00PM Central Standard Time. Additional charge of \$6.00 for phone orders.

### **BUDGET and CREDIT COUNSELING**

- **Community Action Southwest** offers weekly Financial Fitness classes that focus on budgeting, spending, saving and borrowing. For more information, call 1-877-814-0788 Ext. 530.
- **Community Action Southwest** has a matched-savings account program that provides a \$2 match for every \$1 saved up to a \$4,000 match for \$2,000 saved. Participants must be employed and willing to save towards purchasing a home, enrolling in a trade school or college or starting a small business.

## **CHILD CARE**

- *Child Care Information Services of Washington County (CCIS)* shares child care and children’s services information. For parents who work at least 25 hours a week and meet the income guidelines, financial help for childcare is possible for children from birth to age 12. Call CCIS at 1-888-619-9908 or 724-228-6969.

## **CIVIL SERVICE INFORMATION**

- Applications, job announcements, summary of examinations, and instructions:
  - State Civil Service at [www.scsc.state.pa.us](http://www.scsc.state.pa.us)
  - Federal Civil Service at [www.usajobs.gov](http://www.usajobs.gov)
  - Visit <http://employment.pa.gov> for non-civil-service state employment
- Attend a workshop on applying for Civil Service jobs. See monthly workshop schedule for availability.

## **COMPUTER CLASSES**

- **Community Action Southwest** offers free basic computer classes. Call 1-877-814-0788, Ext 530.

## **DISLOCATED WORKER**

- **Southwest Training Services, Inc.** offers job development and job search assistance. Call 724-229-1350, x292 to see if you qualify for training funds.

## **FAIR HOUSING LAW CENTER**

- Southwestern PA Legal Services, Inc. [www.splas.org](http://www.splas.org) 724-225-6170 or **1-800-846-0871**.  
Primary provider of legal assistance and representation for low income citizens from Washington, Greene, Fayette, and Somerset Counties.

## **FINDING A JOB**

- Enroll on the PA CareerLink website at [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov). Click on “Sign in/Register” tab.
- Access job postings in all of Pennsylvania’s 67 counties on the website, and customize a search to fit your needs.
- The **Bureau of Workforce & Partnership Operations (BWPO)** and other partner staff provide individualized job search assistance, career guidance, and local labor market information on target potential employers.
- Job search and career reference books and brochures are available in the Career Resource Center (CRC).
- Career Exploration Tools are available online to explore work-related interests, assess transferrable skills, evaluate local career data, and virtually job shadow professionals in a wide range of careers.
- A workshop on How to Apply for Civil Services Jobs is offered onsite each month. See monthly workshop calendar in the CRC for more information.
- Resume Preparation and Successful Interviewing workshops are available onsite each month. See monthly workshop calendar for more information.



- Job Search Workshop includes all aspects of the job search including applications, cover letters, free non-credit courses, interviews and job fairs. Also included is a review of job searching tips, networking and what to do next after you secure that job. See monthly calendar workshop for more information.
- Attend a PA CareerLink® Orientation. Inquire at Help Desk for details.
- Schedule a Job Search Assessment appointment with an Employment interviewer by calling 724-223-4509.
- Take advantage of onsite Recruitments & face to face interviews. Search for events near you on Job Gateway.

### **FOOD STAMPS or CASH ASSISTANCE**

- Applications for *food stamps or cash assistance* are at 167 North Main St (Washington) or call 1-800-835-9720 or apply online at [www.compass.state.pa.us](http://www.compass.state.pa.us). You may be required to provide documentation or to visit the office or call the Customer Service Center 1-877-395-8930.
- **Penn Commercial Business/Technical School** has short-term, certificate, Associate Degree courses and Diploma programs. Information on these and financial aid (including PELL and PHEAA) is available.
- The **Office of Vocational Rehabilitation** offers assistance with higher education to those who qualify. A person with a disability is eligible for services if the disability interferes with finding and/or keeping a job.  
An OVR staff person is onsite daily or can be reached at the main office at 724-223-4430 or 1(800) 442-6367 to schedule an appointment. The TTY number (telecommunication device for hearing impaired) is 1(866) 752-6163.
- **Southwest Training Services, Inc.** has information on training and possible funding for those who cannot find a job after a thorough search. Guidelines and eligibility must be met to qualify. For more information call 724-229-1350 x 292.

### **HOUSING/FORECLOSURE PREVENTION**

- **Community Action Southwest** offers a number of programs to assist area residents with their housing needs. Programs are available for those facing homelessness or in near homeless situations as well as foreclosure. Housing Counselors can also assist first-time homebuyers. For more information, call 1-877-814-0788 Ext. 530.
- PA Housing Finance Agency – Program Information 1-800-342-2397 TTY in PA - 711

### **MEDICAL COVERAGE**

- **Department of Human Services (Washington County Assistance Office)** offers healthcare coverage such as *Medicaid* and the *Children’s Health Insurance Program (CHIP)*. Call 1-800-835-9720 or apply online at [www.compass.state.pa.us](http://www.compass.state.pa.us).
- *Medical Assistance for Workers with Disabilities (MAWD)* provides health care coverage to workers with disabilities. With this program, a person can work and receive Medicaid even if their earnings are above the limits for other Medicaid programs. For information, contact the **Department of Human Services** at 1-800-835-9720.

- The *Breast and Cervical Cancer Prevention and Treatment Program (BCCPT)* ensures that qualified, uninsured, or under-insured women receive needed medical care through Medicaid. Women of low or moderate income may be eligible for comprehensive free breast and cervical cancer coverage throughout treatment. Call the **Department of Human Services** at 1-800-835-9720 or the Customer Service Center at 1-877-395-8930.
- The Healthcare Marketplace offers essential health benefits. Compare plans based on price, benefits, quality, and other features at [www.healthcare.gov](http://www.healthcare.gov) or call 1-800-274-5626 to speak with a Health Insurance Marketplace Navigator.

### **SENIOR EMPLOYMENT PROGRAM (Individuals over age 55)**

- **SW PA Area Agency on Aging** helps to enroll seniors on the PA CareerLink website, assist with job searches, job placement, interview/assessments, and job clubs. Older workers may qualify for possible training under the *Title V program* if they meet income guidelines. A representative is onsite Wednesday afternoons or call 724-228-7080 for an appointment.

### **SMALL BUSINESS START-UPS**

- A Business Outreach Coordinator from the University of Pittsburgh Institute for Entrepreneurial Excellence schedules appointments onsite for new and existing business owners. Provided will be information and tools necessary to build and grow a successful business. Call to schedule an appointment 724-229-8078.

### **TRANSPORTATION**

- *Freedom Transit (formerly Washington Rides)* operates local bus service in Washington, as well as commuter bus service connecting Washington, Canonsburg, Houston, McDonald and Pittsburgh. Freedom Transit also provides shared-ride public transportation to eligible residents of Washington County through Senior Shared Ride, Rural Transportation for Persons with Disabilities, Medical Assistance, Welfare to Work, & Veterans. For more information call 724-223-8747.
- Commute Info - Ridesharing and vanpool information is available at [www.commuteinfo.org](http://www.commuteinfo.org) or by telephone 1-888-819-6110.
- Ways to Work Washington County – Family Services of Western PA. For more information call 1-866-965-5929 x650

### **UNEMPLOYMENT COMPENSATION HOTLINE**

- The UC hotline telephone hours are currently Mondays/Tuesdays/Thursdays 8:00AM-4:00PM
  - No calls taken on Wednesdays or Fridays at this time.

## UTILITY ASSISTANCE

- **Community Action Southwest** may provide financial assistance for utility termination or shut off notices. For more information, call 1-877-814-0788 Ext.530.
- The **Department of Human Services** supplies applications for energy assistance when the program is available. For more information call 1-800-835-9720.

## VETERANS

- Assistance to veterans is provided for job search, training & education, and referrals to a variety of supportive services. Veterans receive priority of service/first access to resources. Call 724-223-4520.
- The *Washington County Veteran's Office* is located at 703 Court House Square. The office can assist veterans with information on State and Federal benefits.
- The Washington VA Medical Clinic can assist veterans with medical issues. Call 724-250-7790.

## YOUTH (AGES 14 to 24)

- **Southwest Training Services, Inc.** offers services for eligible youth between the ages 14-24. Included is assistance with career exploration, work experience, job shadowing, tutoring/mentoring, supportive services, and industry tours. Call 724-229-1350 Ext 241 or Ext 275 for more information.
- **Community Action SW/ Office of Vocational Rehabilitation** offers a Work-Based Learning Experience for high school students with disabilities. The program serves eligible students ages 14-21 residing in Fayette, Greene, and Washington Counties. Call 1-877-814-0788 x 526 for more information.

## PERSON(S) WITH A DISABILITY

- The **Office of Vocational Rehabilitation (OVR)** works with persons with a disability (including those who were in high school learning support) that interferes with finding, keeping, or preparing for a job. An OVR counselor is here Monday/Wednesday/Thursday/Friday. For more information call 724-223-4430.

## PREGNANT OR HAVE CHILDREN UNDER THE AGE OF 5

- **Community Action Southwest** has information on food, health, and nutrition for mothers and children (*WIC*). For more information on the WIC program, call 1-877-814-0788, ext. 440.
- **Community Action Southwest** also has information on the Head Start program for children between the ages of 3 and 5. Call 724-225-9550, Ext 455 for more information.

## CURRENTLY RECEIVING CASH ASSISTANCE OR FOOD STAMPS

- **Washington Greene County Job Training Agency's Employment Advancement Retention Network (EARN)** program assists qualified job seekers through job search and job prep activities along with NRF (National Retail Federation) Certification. One-on-one case management and job development is provided.

- **Community Action Southwest** offers the *Work Ready Program* that works with participants to ensure they are connected with the community resources necessary to mediate or stabilize their barriers to employment including individualized case management, GED classes and general skill building activities. Call 1-877-814-0788 Ext. 530.

COMMUNITY LIBRARY ONLINE COURSES

- Washington County Library System- [www.washlibs.org](http://www.washlibs.org) – Resources / Gale Courses  
Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month. For more information call Citizens Library 724-222-2400.

<p>The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR. Equal Employment Opportunity Commission William S. Moorhead Federal Building 1000 Liberty Avenue, Suite 1112 Pittsburgh, PA 15222 Telephone: 1-800-669-4000 TTY 412-395-5904</p>	<p>Office for Civil Rights U.S. Department of Education The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323 Telephone: 215-656-8541 FAX: 215-656-8605; TDD: 800-877-8339 Email: OCR.Philadelphia@ed.gov</p>
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