



**ALCOHOL & OTHER DRUGS PREVENTION
2025-2026**

Berk Trade & Business School

40-09 21st St
Long Island City, NY 11101

DRUG-FREE SCHOOLS AND COMMUNITIES ACT
AMENDMENTS OF 1989

Annual Notification

Berk Trade & Business School complies with the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, as outlined in the Education Department General Administrative Regulations (EDGAR) Part 86. In accordance with these regulations, the institution certifies to the U.S. Department of Education that it has implemented programs designed to prevent the unlawful use of drugs and the abuse of alcohol by both students and employees.

Berk Trade & Business School maintains and enforces a Drug-Free Schools policy, which is distributed in writing to all students and employees on an annual basis. This policy is actively upheld in alignment with federal requirements.

This annual notification is provided to all students and employees of Berk Trade & Business School. It summarizes the institution's standards of conduct regarding alcohol and other drugs, outlines applicable institutional disciplinary actions, and highlights key federal, state, and local legal consequences.

In addition, the notification describes the significant health risks associated with the use and abuse of alcohol and drugs, and provides information on available counseling, treatment, rehabilitation, and re-entry resources. This booklet is distributed annually to all students and employees and is also made accessible through orientation programs, employee onboarding, and official institutional communications.

Overview

Berk Trade & Business School is committed to maintaining a safe, healthy, and productive learning and working environment. Alcohol misuse, illicit drug use, misuse of prescription medication, and impairment from controlled substances interfere with classroom learning, shop safety, attendance, judgment, and professional conduct.

Because Berk prepares students for skilled trades and business-related employment, safety is central to this program. The risks associated with substance use are especially serious in environments involving tools, machinery, ladders, electrical systems, construction settings, driving, customer service, and employer worksites. Students and employees are expected to report to school, work, lab workshops, and school-sponsored activities fit for duty and free from unlawful impairment.

Standards of Conduct

The following standards apply to all students, faculty, staff, administrators, contractors, and, where appropriate, applicants participating in school activities or present on school property:

- The unlawful manufacture, distribution, dispensation, possession, sale, or use of alcohol, cannabis, illegal drugs, or controlled substances on school property is prohibited.
- Reporting to class, lab, shop, office, or any school-sponsored event while impaired by alcohol, cannabis, illegal drugs, or the misuse of prescription medication is prohibited.
- The possession, use, sale, sharing, or distribution of drug paraphernalia or unlawfully possessed controlled substances is prohibited.
- Underage possession or consumption of alcohol is prohibited.
- Possessing or using cannabis on campus or during school-sponsored activities is prohibited even though New York permits some off-campus adult use, because institutions receiving federal funds remain subject to drug-free campus requirements; Berk explains this same federal-state tension in detail and maintains campus prohibition despite New York legalization.
- The misuse of prescribed or over-the-counter medication in a manner that causes impairment, creates a safety risk, or violates law is prohibited.
- Employees may not report to work under the influence of alcohol or drugs, and students may not attend classes or labs while intoxicated or otherwise impaired.
- Alcohol may not be served, possessed, or consumed at Berk-sponsored activities unless specifically authorized by school leadership and consistent with law; any such approval would not permit intoxication, underage drinking, or unsafe conduct.

Medical Amnesty / Good Samaritan Policy

Berk Trade & Business School encourages students to seek immediate assistance in the event of an alcohol- or drug-related emergency. The institution is committed to ensuring that concern about potential disciplinary action does not discourage individuals from obtaining necessary medical help.

A student who, in good faith, seeks emergency medical assistance for themselves or another person due to an alcohol- or drug-related emergency will generally not be subject to disciplinary action solely for personal use or possession identified as a result of requesting help. This policy is intended to promote timely calls to emergency services (911) and prompt notification to appropriate school officials.

This amnesty, however, does not extend to behavior that endangers others, results in property damage, involves the distribution or sale of controlled substances, or otherwise constitutes serious misconduct. As part of this policy, Berk may require students to participate in follow-up measures, including educational programs, assessments, counseling referrals, or other supportive interventions, as a condition of continued enrollment or return to the institution.

Alcohol and Drug Use Amnesty in Sexual Misconduct Cases

The health and safety of all students at Berk Trade & Business School is a top priority. Berk recognizes that individuals who have consumed alcohol or used drugs—whether voluntarily or involuntarily—at the time of an incident of sexual misconduct may be reluctant to come forward.

Berk strongly encourages all individuals, including victims/survivors and bystanders, to report incidents of sexual misconduct to campus officials and/or law enforcement.

A bystander acting in good faith, or a victim/survivor reporting sexual misconduct—including sexual assault, domestic violence, dating violence, or stalking—will not be subject to disciplinary action under the institution’s alcohol and drug policies for use occurring at or near the time of the incident.

This policy is intended to remove barriers to reporting and to promote a safe and supportive campus environment.

Medical Emergency / Good Samaritan Guidance

If a student or employee may be experiencing an overdose, severe intoxication, loss of consciousness, trouble breathing, seizure, chest pain, or another life-threatening emergency:

1. Call 911 immediately.
2. Stay with the person if it is safe to do so.
3. If available, administer naloxone when opioid overdose is suspected.
4. Notify school administration as soon as practicable so that emergency responders can be assisted and follow-up support can be arranged.

New York State law provides overdose Good Samaritan protections to encourage individuals to seek immediate medical assistance in the event of a suspected drug or alcohol overdose. Under these protections, individuals who, in good faith, seek emergency help may receive limited immunity from arrest or prosecution for certain low-level offenses, such as possession of controlled substances or underage alcohol use, when such offenses are discovered as a result of seeking assistance.

These protections do not apply to more serious offenses, including the distribution or sale of drugs, or other criminal conduct.

Alcohol and Other Drugs (AOD) Policy – Berk Trade & Business School

This policy applies to all students enrolled in any clock-hour program at Berk Trade & Business School, as well as to all employees, including full-time and part-time personnel. Applicants are also expected to comply with this policy throughout the admissions and enrollment process.

Berk Trade & Business School strictly prohibits the unlawful possession, use, or distribution of alcohol or controlled substances on school property, at Berk-sponsored activities, or while representing the institution in any external capacity. All students, faculty, staff, and contractors are required to comply with applicable federal, state, and local laws. Violations of this policy may result in disciplinary action, up to and including dismissal from the program or termination of employment.

Employees are prohibited from reporting to work under the influence of alcohol or drugs. At school-sponsored functions where alcohol may be served, employees are expected to act responsibly and must not consume alcohol to the point of impairment.

Employee Alcohol Testing and Prohibited Conduct

Alcohol Testing for Employees

Berk Trade & Business School reserves the right to require alcohol testing of employees in accordance with applicable laws and institutional procedures. A blood alcohol concentration (BAC) of 0.06 or higher will be considered indicative of impairment. Impairment may also be determined based on observable behavior or other relevant evidence.

Prohibited Conduct

The following behaviors are strictly prohibited:

- Reporting to work under the influence of alcohol or illegal drugs
- Conducting Berk business while impaired by alcohol or drugs
- Consuming, possessing, purchasing, selling, or distributing alcohol or illegal drugs on school premises or while conducting Berk-related activities
- Consuming alcohol to the point of intoxication at Berk-sponsored events

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Institutional Sanctions

Violation of this policy may result in disciplinary action for students or employees, up to and including removal from class, emergency suspension, disciplinary probation, required education, required assessment, referral for treatment, suspension, dismissal, termination of employment, trespass restrictions, and referral to law enforcement.

Possible student sanctions

Students who arrive on campus under the influence of alcohol or drugs will not be permitted to remain on school premises and will be subject to disciplinary action based on the severity of the situation.

Depending on the seriousness of the conduct, Berk may impose one or more of the following:

- Verbal or written warning.
- Required meeting with administration or student services.
- Required substance use education, reflection assignment, or training.
- Behavioral contract.
- Disciplinary probation.
- Removal from class, lab, shop, or school activity.
- Required drug or alcohol assessment by an approved provider, at the student's expense where permitted.
- Referral to counseling or treatment.
- Suspension.
- Dismissal or expulsion.
- Referral to police or other authorities.

Students whose use of alcohol or drugs results in harm to themselves or others, poses a safety risk, or causes damage to property may face severe disciplinary action, including dismissal from the institution and/or arrest.

In cases where substance use is suspected, Berk may require drug testing at the student's expense. Continued positive test results may result in escalating disciplinary actions, up to and including dismissal.

Possible Employee Sanctions

Employees of Berk Trade & Business School who violate the Drug and Alcohol Policy may be subject to disciplinary action. Depending on the nature and severity of the violation, sanctions may include:

- Verbal or written warning
- Mandatory referral to counseling, Employee Assistance Programs, or appropriate treatment resources (if available)
- Issuance of a last-chance agreement or corrective action plan
- Reassignment of duties or administrative leave, where appropriate
- Drug or alcohol testing, when permitted by law or required by the employee's position
- Suspension from employment
- Termination of employment
- Referral to law enforcement authorities

Berk reserves the right to determine appropriate disciplinary measures based on the specific circumstances of each case.

Federal Legal Sanctions

Under federal law, it is unlawful to knowingly or intentionally possess a controlled substance unless it has been obtained directly, or pursuant to a valid prescription, from a licensed practitioner. In accordance with 21 U.S.C. § 844(a), violations for simple possession may result in criminal penalties, including fines, imprisonment, and enhanced consequences for repeat offenses. Additional consequences may include asset forfeiture and ineligibility for certain federal benefits.

Federal law also establishes significant penalties for the manufacture, distribution, dispensing, or possession of controlled substances with the intent to distribute. Sanctions vary depending on factors such as the type and quantity of the substance, prior criminal history, and whether the offense results in serious bodily injury or death.

Although New York State law permits limited adult use of cannabis under specific conditions, marijuana remains illegal under federal law. As a result, and in compliance with the Drug-Free Schools and Communities Act (DFSCA), **Berk Trade & Business School prohibits the possession, use, or distribution of marijuana on campus or as part of any school-sponsored activity**, regardless of state law.

New York State Legal Sanctions

New York State law prohibits the unlawful possession, use, manufacture, or distribution of controlled substances. Violations may be classified as misdemeanors or felonies, depending on factors such as the type and quantity of the substance, intent to sell, prior criminal history, and other circumstances. Penalties may include fines, probation, and significant terms of incarceration.

New York law also prohibits the possession and consumption of alcohol by individuals under the age of 21. In addition, strict penalties exist for operating a vehicle while under the influence of alcohol or drugs, including Driving While Intoxicated (DWI), Driving While Ability Impaired by Alcohol (DWAI), and Driving While Ability Impaired by Drugs (DWAI-Drugs). Consequences may include criminal charges, fines, suspension or revocation of a driver's license, mandatory ignition interlock devices, increased insurance costs, and possible imprisonment.

Because Berk Trade & Business School prepares students for careers in the electrical and plumbing trades, many students will work in environments that require the operation of tools, machinery, vehicles, and work on active job sites. The use of alcohol or drugs in these settings poses serious safety risks, including the potential for severe injury, electrical hazards, equipment-related accidents, or property damage. Impaired behavior may also negatively impact a student's academic standing, industry certifications, licensing eligibility, and future employment opportunities.

Controlled Substances (Federal Law)

Federal Law

Under federal law (21 U.S.C. § 844(a)), it is unlawful to knowingly or intentionally possess a controlled substance without a valid prescription or other authorized medical purpose.

Penalties for simple possession may include:

- First offense: Up to one year of imprisonment, a minimum fine of \$1,000, or both.
- Subsequent offenses: Increased penalties, including mandatory minimum sentences ranging from 15 to 90 days and up to three years of imprisonment, along with higher fines.
- Asset forfeiture: Property associated with drug offenses may be subject to seizure under federal law (21 U.S.C. §§ 853, 881).
- Loss of federal benefits: Courts may impose denial of certain federal benefits, such as professional licenses, contracts, or housing assistance (21 U.S.C. § 862).

Additional consequences may include the revocation of federal licenses and restrictions on firearm possession (18 U.S.C. § 922(g)).

Note: A federal drug conviction no longer results in the automatic loss of eligibility for federal student financial aid (Title IV).

Drug Classification (Schedules)

Controlled substances are categorized into five schedules under federal law, based on their accepted medical use and potential for abuse:

- Schedule I: No currently accepted medical use and a high potential for abuse
(e.g., heroin, LSD, ecstasy, marijuana*)
- Schedule II: High potential for abuse and risk of severe psychological or physical dependence
(e.g., cocaine, methamphetamine, fentanyl, oxycodone, Adderall)
- Schedule III: Moderate to low potential for dependence
(e.g., anabolic steroids, ketamine, products containing codeine)
- Schedule IV: Lower potential for abuse compared to Schedule III
(e.g., Xanax, Valium, Ativan, Ambien, Tramadol)
- Schedule V: Lowest potential for abuse, often containing limited quantities of certain narcotics
(e.g., cough preparations with codeine, Lomotil, Lyrica)

*Marijuana remains classified as a Schedule I controlled substance under federal law, although regulatory changes have been proposed. For compliance with federal requirements, Berk Trade & Business School continues to prohibit marijuana use and possession on campus and in connection with school activities.

UNDERSTANDING FEDERAL DRUG SCHEDULES (I-V)
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Quick Guide for Trade-School Students

	SCHEDULE I No currently accepted medical use and a high potential for abuse (e.g., heroin, LSD, ecstasy, marijuana*).
	SCHEDULE II High potential for abuse and risk of severe psychological or physical dependence (e.g., cocaine, methamphetamine, fentanyl, oxycodone, Adderall).
	SCHEDULE III Moderate to low potential for dependence (e.g., anabolic steroids, ketamine, products containing codeine).
	SCHEDULE IV Lower potential for abuse compared to Schedule III (e.g., Xanax, Valium, Ativan, Ambien, Tramadol).
	SCHEDULE V Lowest potential for abuse, often containing limited quantities of certain narcotics (e.g., cough preparations with codeine, Lomotil, Lyrica).


*Marijuana remains illegal under federal law, even where state laws differ.

FEDERAL DRUG TRAFFICKING PENALTIES

What Trade-School Students Need to Know (Schedules I-V)

	SCHEDULE II DRUGS (LAW) <ul style="list-style-type: none">• Examples: Cocaine, Fentanyl, Oxycodone• 5–40 years (first offense)• Up to life if injury or death• Fines up to \$5 million
	SCHEDULE I DRUGS (WARNING) <ul style="list-style-type: none">• Examples: Heroin, LSD• 10 years to life• High abuse risk• Severe trafficking penalties
	SCHEDULE III-IV DRUGS (TOOLS & WORK SAFETY) <ul style="list-style-type: none">• Examples: Moderate-risk substances• Up to 20 years imprisonment• Dangerous around tools & machinery
	SCHEDULE V DRUGS (SAFETY) <ul style="list-style-type: none">• Lowest abuse risk• Up to 4 years imprisonment• Still prohibited without prescription
	TRADE-SCHOOL SAFETY REMINDER <p>Impairment increases risk of:</p> <ul style="list-style-type: none">• Electrical shock• Job-site injuries• Tool accidents• Lost certifications or employment 



 **Stay Focused. Stay Safe. Protect Your Future.**
Make smart choices. Your career depends on it.

Cannabis Notice

New York State’s Marijuana Regulation and Taxation Act permits limited possession and off-campus use of cannabis for individuals age 21 and older. However, this law does **not** permit the possession, use, or impairment from cannabis on the premises of **Berk Trade & Business School**, during school-sponsored activities, or while representing the institution in any capacity.

As an institution subject to federal drug-free requirements, Berk must maintain a drug-free environment. Accordingly, cannabis remains prohibited on campus and in connection with all school-related activities, regardless of state law.

Students and employees should understand that “legal under state law” does not mean “permitted by school policy.” The use of cannabis in any form—including smoking, vaping, edibles, or concentrates—is strictly prohibited on school property and at school-sponsored functions.

Because Berk prepares students for careers in the electrical and plumbing trades, the use of cannabis presents serious safety concerns. Impairment can significantly increase the risk of accidents involving electrical systems, power tools, pressurized equipment, and active job sites. Such risks may result in injury, property damage, or loss of employment and licensure opportunities.

Health Risks of Alcohol and Drug Use

Berk Trade & Business School is committed to educating students and employees about the serious health risks associated with the use of alcohol and other drugs. In accordance with federal requirements, this section provides an overview of the physical, psychological, academic, and social consequences linked to substance use, including alcohol, controlled substances, opioids, cannabis, and tobacco or nicotine products.

Substance use can impair critical functions such as judgment, coordination, reaction time, and decision-making. In an electrical and plumbing training environment, these impairments significantly increase the risk of accidents, including electrical shock, falls, equipment-related injuries, burns, and exposure to hazardous materials. Even minor impairment can lead to serious or life-threatening incidents when working with wiring systems, power tools, pressurized equipment, or active job sites.

In addition to immediate safety risks, alcohol and drug misuse can lead to long-term health effects such as addiction, cardiovascular issues, respiratory problems, neurological damage, and mental health disorders including anxiety and depression. These conditions may negatively affect academic performance, attendance, and the ability to successfully complete hands-on training requirements.

Substance use can also impact professional development. Many careers in the electrical and plumbing trades require safety certifications, licensing, and employer drug-free workplace compliance. Violations related to substance use may result in loss of training opportunities, ineligibility for licensure, and reduced employment prospects.



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HEALTH RISKS OF ALCOHOL AND DRUG USE

Substance use affects your health, safety, and future in the trades.



1 HOW SUBSTANCE USE AFFECTS YOUR BODY & MIND

- Impairs judgment, coordination, reaction time, and decision-making
- Increases risk of addiction, heart and lung problems
- Can cause neurological damage, anxiety, and depression



2 SAFETY RISKS IN ELECTRICAL & PLUMBING TRAINING

- Higher risk of electrical shock, falls, and burns
- More tool and equipment-related injuries
- Greater danger around wiring, pressurized systems, and hazardous materials



Even minor impairment can lead to serious or life-threatening incidents.



3 IMPACT ON SCHOOL & TRAINING

- Missed classes and poor attendance
- Lower grades and difficulty focusing
- Trouble completing hands-on lab and job-site requirements



4 IMPACT ON YOUR CAREER

- Risk of losing safety certifications or licenses
- Employer drug-free workplace policies may limit opportunities
- Possible loss of employment or apprenticeship offers



NEED SUPPORT?

Berk encourages students and employees to make informed, responsible choices and seek help if they or someone they know is struggling with substance use.

Berk encourages all students and employees to make informed, responsible decisions and to seek support if they or someone they know is experiencing substance-related challenges.

Alcohol-Related Risks

Alcohol misuse can significantly impair judgment, concentration, reaction time, coordination, and decision-making. In an electrical and plumbing training environment, these effects greatly increase the risk of serious accidents, including falls, electrical shock, burns, equipment-related injuries, and motor vehicle incidents.

Short- and long-term risks associated with alcohol use include:

- Accidents, injuries, and job site incidents
- Blackouts, alcohol poisoning, and loss of consciousness
- Long-term health conditions, including liver disease, pancreatitis, heart disease, and high blood pressure
- Mental health effects such as depression, anxiety, and increased risk of suicide
- Academic difficulties, absenteeism, and violations of school conduct policies
- Increased vulnerability to interpersonal harm, including sexual misconduct
- Development of alcohol dependence or alcohol use disorder

Excessive alcohol use is also associated with broader public health and safety concerns, including impaired driving fatalities, violent incidents, and long-term health complications affecting multiple organ systems. For individuals preparing to enter the electrical and plumbing trades, these risks can have lasting consequences on safety performance, certification eligibility, and career advancement opportunities.

Drug-Related Risks

The use of illicit drugs and the misuse of prescription medications pose serious health and safety risks. These substances can lead to overdose, respiratory depression, seizures, psychosis, addiction, organ damage, impaired memory, reduced concentration, and, in severe cases, death. Repeated drug use can alter brain function, increasing dependence and making it more difficult to stop. Substances that are smoked, inhaled, or injected may carry an especially high risk due to their rapid effects on the brain.

In an electrical and plumbing training environment, drug-related impairment significantly increases the likelihood of accidents and injuries. Reduced alertness, slowed reaction time, and poor judgment can lead to dangerous situations involving live electrical systems, power tools, pressurized equipment, confined spaces, and active job sites.

Drug use can also negatively affect academic and workplace performance, including:

- Increased absenteeism and reduced reliability
- Impaired learning, focus, and technical skill development
- Errors in judgment that may result in safety violations or accidents
- Loss of trust among peers, instructors, and employers
- Financial strain and personal stress
- Conflicts within the classroom or on job sites

For students preparing to enter the electrical and plumbing trades, substance use can have lasting consequences, including difficulty obtaining or maintaining employment, meeting licensing requirements, or complying with employer drug-free workplace policies. Berk encourages all students and employees to seek support if they are experiencing substance-related challenges.

Opioids, Fentanyl, and Xylazine

Opioids, including fentanyl, and emerging substances such as xylazine, present serious and growing risks in New York City and surrounding communities. Fentanyl, a highly potent synthetic opioid, has been a leading contributor to overdose deaths in recent years. Xylazine, a non-opioid sedative often mixed with fentanyl, can further increase the danger and complexity of overdoses.

Students and employees at **Berk Trade & Business School** should be aware that counterfeit pills and illegally obtained drugs may contain fentanyl or xylazine without the individual's knowledge. Even a single use of these substances can be fatal due to their strength and unpredictable composition.

These substances also create extreme safety hazards in trade environments. Opioid use can cause drowsiness, slowed breathing, confusion, and loss of consciousness, all of which significantly increase the risk of serious injury when working with electrical systems, power tools, pressurized plumbing systems, or on active job sites.

Naloxone (Narcan) is a medication that can reverse the effects of an opioid overdose if administered promptly. In any suspected overdose situation, naloxone should be used immediately, and emergency services (911) should be contacted without delay.

Berk strongly encourages awareness, prevention, and immediate action in response to suspected overdoses to protect the health and safety of its community.

Cannabis, Nicotine, and Vaping Risks

Cannabis Risks

Cannabis use can produce both short-term and long-term health and safety effects. Short-term effects may include altered perception, impaired memory, reduced coordination, slowed reaction time, and impaired judgment. At higher doses, cannabis use may also increase the risk of anxiety, panic, or psychotic symptoms. Long-term or repeated use may lead to cannabis use disorder and may negatively impact motivation, learning, memory, and respiratory health.

For students at **Berk Trade & Business School**, cannabis-related impairment presents serious safety concerns. The use of cannabis is incompatible with the safe operation of tools, equipment, and machinery commonly used in electrical and plumbing training. Impairment can increase the risk of falls from ladders, electrical shock, burns, improper installation, and job-site accidents.

Even when cannabis is used off campus, residual effects—such as slowed reaction time, impaired judgment, fatigue, or odor—may affect classroom participation, hands-on performance, professionalism, and compliance with safety expectations. These factors can jeopardize a student’s academic progress, eligibility for training opportunities, and future employment in the trades.

CANNABIS USE AND YOUR TRAINING
Even off-campus use can follow you into class and the lab.

A RESIDUAL EFFECTS

- Slower reaction time
- Impaired judgment
- Fatigue
- Noticeable odor

B HOW IT AFFECTS YOU AT BERK

- Reduced classroom participation
- Weaker hands-on performance
- Concerns about professionalism
- Not meeting safety expectations

C YOUR FUTURE IN THE TRADES

- Jeopardized academic progress
- Fewer training/job-site opportunities
- Risk to future employment in the trades

Use choices today can impact your safety, success, and career tomorrow.

B BERK
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Nicotine and Vaping

The use of tobacco products and electronic cigarettes (vaping) carries significant health risks. Nicotine is a highly addictive substance that can negatively affect concentration, attention, and overall health. Long-term tobacco use is associated with serious health conditions, including heart disease, lung disease, and cancer.

E-cigarette aerosol is not harmless and may contain nicotine, harmful chemicals, and other substances that can affect respiratory health. Nicotine dependence may also impact focus, productivity, and financial wellbeing.

At Berk, maintaining alertness and physical wellbeing is essential for safe participation in electrical and plumbing training. As such, education on smoking and vaping prevention is included as part of the institution's broader commitment to student health, safety, and long-term career success.

Prevention Through Education

Berk Trade & Business School is committed to preventing alcohol and drug misuse through ongoing education, awareness, and safety training. The institution promotes a proactive approach that integrates substance abuse prevention into both academic and workplace readiness, recognizing the critical importance of safety in electrical and plumbing environments.

Berk's prevention program for the 2025–2026 academic year includes:

- **Annual Distribution:** This Alcohol and Other Drugs (AOD) booklet will be distributed annually to all students and employees in compliance with federal requirements.
- **Orientation and Institutional Materials:** Information on drug and alcohol policies will be incorporated into student orientation, employee onboarding, the school catalog, student handbook, and official website.
- **Safety-Focused Messaging:** Ongoing reminders will be provided in classrooms, laboratories, and shop environments, emphasizing the heightened risks of impairment when working with electrical systems, tools, machinery, and job-site equipment.

- **Educational Programming:** Berk will offer at least one annual educational activity focused on topics such as overdose prevention, fentanyl awareness, naloxone use, and substance misuse in trade and construction workplaces.
- **Support and Referral Resources:** Students and employees will have access to confidential support and referral pathways through student services and school administration for counseling, treatment, or other assistance.
- **Faculty and Supervisor Training:** Instructors and supervisors will receive training on recognizing signs of impairment, responding appropriately to safety concerns, and managing emergency situations in both classroom and hands-on training settings.

Through these efforts, Berk reinforces a culture of safety, responsibility, and professional readiness, helping students prepare for successful and safe careers in the electrical and plumbing trades.

Counseling, Treatment, and Recovery Resources

Berk Trade & Business School is committed to supporting the health, safety, and well-being of its students and employees. Individuals who are experiencing substance use, mental health challenges, or related concerns are encouraged to seek assistance through the resources listed below. Early support can improve personal well-being, safety, and success in training and future employment in the skilled trades.

The following resources are available for immediate help, treatment referrals, and ongoing recovery support:

- **Emergency Assistance:** Dial 911 in any medical or safety emergency.
- **988 Suicide & Crisis Lifeline:** Call or text 988 for 24/7 confidential mental health and crisis support.
- **SAMHSA National Helpline:** 1-800-662-HELP (4357) for confidential treatment referral and information on substance use and mental health services.
- **FindTreatment.gov:** A national online locator for substance use and mental health treatment providers.
- **NYS HOPEline:** 1-877-8-HOPENY (1-877-846-7369) for assistance with substance use and related concerns.
- **NYC Behavioral Health Resources (e.g., NYC Well):** Local support services offering counseling, referrals, and crisis assistance.

- Peer Support Programs: Organizations such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and Al-Anon provide community-based support, recovery guidance, and assistance for families.

Berk recognizes that students in electrical and plumbing programs often work in physically demanding and safety-sensitive environments. Seeking help for substance use or mental health concerns is a responsible step that supports both personal health and workplace safety.

Students and employees may also seek confidential assistance through Berk’s internal support network. The institution has designated staff, such as Student Services, the Campus Director, or a designated administrator, to provide guidance and referrals to appropriate counseling, treatment, or recovery resources.

Berk encourages all members of its community to seek help when needed and to support one another in maintaining a safe, healthy, and professional learning environment.



COUNSELING, TREATMENT, AND RECOVERY RESOURCES

You are not alone—help is available 24/7.



1 IMMEDIATE HELP & CRISIS SUPPORT

- **Emergency Assistance:** Dial 911 in any medical or safety emergency
- **988 Suicide & Crisis Lifeline:** Call or text 988 for 24/7 confidential mental health and crisis support.



2 TREATMENT & RECOVERY RESOURCES

- **SAMHSA National Helpline:** 1-800-662-HELP (4357)
- **FindTreatment.gov:** Search for local providers
- **NYS HOPEline:** 1-877-8-HOPENY
- **NYC Behavioral Health Resources**
- **Peer Support Programs:** AA, NA, Al-Anon.



3 SUPPORT AT BERK

- Designated staff can provide guidance and referrals
- Seeking help is a responsible step for health and safety in training.



Berk encourages all members of its community to seek help and support each other in maintaining a safe, healthy, and professional environment.

Signs of Possible Overdose or Serious Impairment

Immediate action is critical in cases of suspected overdose or severe impairment, especially in environments involving tools, equipment, or electrical systems. Seek emergency medical assistance without delay if a person shows any of the following signs:

- Is unconscious or cannot be awakened
- Has slow, irregular, or stopped breathing
- Has blue, gray, or pale lips or fingernails
- Is experiencing a seizure
- Is vomiting while unconscious or unable to respond
- Is severely confused, disoriented, or unable to remain awake
- Appears to have taken an unknown substance or a combination of substances

In a trade school environment, these conditions may also create immediate safety hazards to others if they occur in a shop, lab, or active work area.

Emergency Response Steps:

- Call 911 immediately
- Stay with the individual—do not leave them alone
- Provide emergency responders with accurate information, if known
- If an opioid overdose is suspected, administer naloxone (Narcan) if available
- Keep the person in a safe position (on their side, if unconscious but breathing) until help arrives

Prompt action can save lives. Berk encourages all students and employees to prioritize safety and respond immediately in any suspected overdose or serious impairment situation.

Student and Employee Responsibilities

All members of the Berk Trade & Business School community share responsibility for maintaining a safe, drug-free environment—especially in settings that involve tools, electrical systems, job-site conditions, and hands-on training. Students and employees are expected to:

- Read, understand, and comply with this annual Alcohol and Other Drugs (AOD) notification.
- Seek assistance early if substance use begins to affect health, safety, or performance.
- Act responsibly by intervening when safe to do so and contacting emergency services when needed.

- Refrain from transporting, storing, or using prohibited substances on school property or during school-related activities.
- Report safety concerns, threats, or repeated impairment to appropriate school officials, particularly in classroom, shop, or job-site environments.
- Comply with any educational, corrective, or disciplinary actions required under this policy.

By fulfilling these responsibilities, students and employees help promote a culture of safety, accountability, and professionalism that is essential for success in the electrical and plumbing trades.

New York State Drug Distribution, Trafficking, and Manufacturing Laws

New York State enforces strict laws governing the possession, manufacture, and distribution of controlled substances. These laws apply not only to commonly known drugs, such as heroin and cocaine, but also to the chemical components and materials used in their production. This reflects the state's strong commitment to preventing substance abuse and protecting public safety.

Drug-related offenses in New York are categorized into multiple felony levels, depending on factors such as the type and quantity of the substance, prior criminal history, and the nature of the offense. The unlawful sale of controlled substances is divided into five degrees, each carrying increasing penalties based on severity.

For example, a charge of criminal sale of a controlled substance in the fifth degree generally requires proof that an individual knowingly and unlawfully sold or intended to sell a controlled substance. Importantly:

- A person may be charged even if they did not physically transfer the substance, as long as there is evidence of intent and capability to do so.
- An offer or agreement to sell a controlled substance may be sufficient to support a criminal charge.
- The prosecution is not required to prove that the individual knew the exact quantity of the substance involved.

Penalties for drug distribution and trafficking offenses can include substantial fines, lengthy terms of imprisonment, and long-term legal consequences.

For students at **Berk Trade & Business School**, involvement in drug-related offenses can have serious additional consequences beyond criminal penalties. These may include loss of educational opportunities, ineligibility for trade licensing, and difficulty obtaining employment in the electrical and

plumbing trades, where employers often require compliance with drug-free workplace standards and safety regulations.

Berk encourages all students and employees to understand these laws and to make responsible decisions that support both personal well-being and a safe, professional training environment.

New York Drug Distribution, Trafficking, and Manufacturing Laws – At a Glance

The following summary provides an overview of key New York State laws related to controlled substances. These laws are intended to deter the possession, manufacture, and distribution of illegal drugs and to promote public safety.

Relevant New York State Statutes

- New York Penal Law § 220.00 – Definitions of controlled substances
- New York Penal Law §§ 220.03 – 220.25 – Criminal possession of a controlled substance
- New York Penal Law §§ 220.31 – 220.44 – Criminal sale of a controlled substance
- New York Penal Law § 220.60 – Criminal possession of precursors used to manufacture controlled substances
- New York Penal Law § 220.77 – Operating as a major trafficker
- New York Penal Law §§ 221.00 – 221.55 – Marijuana-related offenses

Overview of Controlled Substance Laws

Section 220 of the New York Penal Law defines “controlled substances” to include narcotics, hallucinogens (such as LSD), stimulants, depressants, and certain concentrated cannabis products. State law establishes criminal penalties for both the possession and sale of these substances. Offenses are classified as misdemeanors or felonies, depending on factors such as:

- The type of substance
- The quantity involved
- Whether there was intent to sell
- The circumstances of the offense

Even possession or intent to sell small amounts of certain controlled substances may constitute a felony offense and result in significant legal consequences, including incarceration.

Penalties and Consequences

Convictions for drug-related offenses in New York may result in:

- Fines and court-imposed penalties
- Probation or supervision
- Imprisonment ranging from several years to decades, depending on the severity of the offense

In some cases, sentences may range from several years up to 30 years of imprisonment for serious offenses. Federal trafficking laws may impose even more severe penalties, including 5 years to life in prison, along with substantial fines.

Relevance to Berk Students (Electrical & Plumbing Trades)

For students at Berk Trade & Business School, involvement in drug-related offenses can have serious consequences beyond legal penalties. Careers in the electrical and plumbing trades require strong adherence to safety regulations, licensing standards, and employer drug-free workplace policies. Drug-related convictions may:

- Disqualify individuals from obtaining professional licenses or certifications
- Limit employment opportunities with contractors and regulated employers
- Prevent access to job sites that enforce strict safety and compliance standards

Maintaining compliance with drug laws is essential not only for legal reasons, but also for ensuring safety, professionalism, and long-term success in the trades.

Penalty Details

Marijuana and its synthetic “equivalents” are considered Schedule I hallucinogenic substances under New York Public Health Law. Synthetic equivalents include resinous extracts and derivatives with similar chemical properties.

As of May 10, 2020, covered employers are not permitted to test job applicants for marijuana or tetrahydrocannabinols (THC) as a condition of employment. There are several exceptions, discussed below, in which testing job applicants for marijuana or THC for specific types of positions is still permitted¹.

¹ *New York City Human Rights Law Ban On Pre-Employment Marijuana Testing Takes Effect*
<https://natlawreview.com/article/new-york-city-human-rights-law-ban-pre-employment-marijuana-testing-takeseffect>

This law prohibits employers from testing job applicants for marijuana or THC, with certain exceptions. However, it does not affect an employer’s ability to conduct drug testing of current employees.

Exceptions to this law include situations in which employers may require drug testing for job applicants, such as when:

1. Testing is required by the U.S. Department of Transportation under 49 C.F.R. Part 40 or related state and local regulations (e.g., positions such as flight crew members or train dispatchers, as defined by applicable DOT rules);
2. Testing is required by the federal government as a condition of receiving a contract or grant (such as Title IV funding);
3. Testing is required by federal or state law for purposes of safety or security;
4. A collective bargaining agreement includes provisions related to pre-employment drug testing of applicants.

For more information, please see:

New York Public Health Law §§ 3306(d)(13), 3306(d)(21)

<https://www.health.ny.gov/professionals/narcotic/>

Other Legal Sanctions

New York General Obligations Law § 11-100

Liability for injury caused by intoxication of a person under age 21

General Obligations Law (GOB):

<https://www.nysenate.gov/legislation/laws/GOB/11-100>

1. Any person who is injured in person, property, means of support, or otherwise, as a result of the intoxication or impairment of an individual under the age of 21—whether or not such intoxication results in death—has the legal right to seek actual damages. This includes actions against any individual who knowingly causes such intoxication or impairment by unlawfully providing or assisting in obtaining alcoholic beverages for a person under the age of 21, when the provider knew or reasonably should have known the individual was underage.
2. In case of the death of either party, the action or right of action established by the provisions of this section shall survive to or against his or her executor or administrator, and the amount so recovered by either a husband, wife, or child shall be his or her sole and separate property.
3. Such action may be brought in any court of competent jurisdiction.
4. In any case where parents shall be entitled to such damages, either of such parents may bring an action; therefore, but that recovery by either one of such parties shall constitute a bar to suit brought by the other.

Drug Abuse

Drug abuse is defined by the National Institute on Drug Abuse (NIDA) as the use of illegal drugs or the misuse of prescription medications. This may include repeated use to produce pleasure, relieve stress, or alter one's perception of reality. In clinical and research settings, drug abuse is identified when an individual continues to use substances despite experiencing negative social, legal, academic, or occupational consequences.

Drug abuse can impair judgment, concentration, and physical coordination—factors that are especially critical in the electrical and plumbing trades. Impairment can increase the risk of serious accidents involving tools, machinery, electrical systems, and job-site environments.

Because Berk Trade & Business School is committed to promoting a safe, professional, and drug-free learning environment, students and employees are encouraged to participate in substance abuse prevention education. Understanding the impact of drug use is essential for personal health, academic success, and long-term career readiness.

For additional information on drug abuse and its effects, please visit:

<http://easyread.drugabuse.gov/>

To better understand the challenges of addiction, Berk encourages students and employees to review the following educational resource:

“Why Are Drugs So Hard to Quit?”

<https://nida.nih.gov/videos/why-are-drugs-so-hard-to-quit>

https://www.youtube.com/watch?v=YefKGTu_Xf8

Drug Addiction / Drug Dependency

Drug addiction is a multifarious disease. Overcoming drug addiction takes more than good intentions or strong willpower. Addiction is widely considered a brain disease because drug use changes both the structure of the brain and how it functions. A key characteristic of drug addiction is the compulsive desire to seek and use drugs despite harmful consequences.

Although most people begin using drugs voluntarily, over time a person's ability to exercise self-control can become seriously impaired. Brain imaging studies of individuals with drug addiction show physical changes in areas of the brain that are critical to judgment, decision-making, memory, and behavior control ².

² Fowler JS, Volkow ND, Kassed CA, Chang L. *Imaging the addicted human brain. Sci Pract Perspect* 3(2):4-16, 2007.

Drugs introduced into the body through smoking or injection have an increased addictive potential.³ This is because both smoked and injected drugs enter the brain within seconds and produce a powerful “high.” Researchers studying addiction to smoked and injectable drugs believe that, because the intense “high” from these drugs generally fades within a few minutes and produces a sharp and often harsh contrast, individuals are driven to repeated drug use in an effort to recapture the euphoric feeling of pleasure.

Under the Controlled Substances Act, the FDA defines an “addict” as any individual who habitually uses any narcotic drug so as to endanger the public morals, health, safety, or welfare, or who is so addicted to the use of narcotic drugs that they have lost the power of self-control with reference to their addiction. The costs of substance abuse in the United States (including productivity, health care, and crime-related costs) exceed \$800 billion annually. Approximately \$193 billion is attributed to illicit drug use,⁴ \$300 billion to tobacco use,⁵ and \$249 billion to alcohol use.⁶

Alcohol Use Disorder

Four out of five college students admit to drinking alcohol. Approximately half of the college students who admit to drinking consume alcohol through binge drinking.

Alcohol consumed irresponsibly or illegally (by those under the legal drinking age) affects college communities across the nation. According to the National Institute on Alcohol Abuse and Alcoholism (NIAAA), about 18 million people in the United States have an alcohol use disorder, classified as alcohol dependence (i.e., alcoholism).

According to the 2022 National Survey on Drug Use and Health (NSDUH), 28.8 million adults ages 18 and older (11.2% of this age group) had alcohol use disorder (AUD) in the past year.⁷

³ Verebey K, Gold MS. From coca leaves to crack: the effects of dose and routes of administration in abuse liability. *Psychiatr Annals* 18:513–520, 1988.

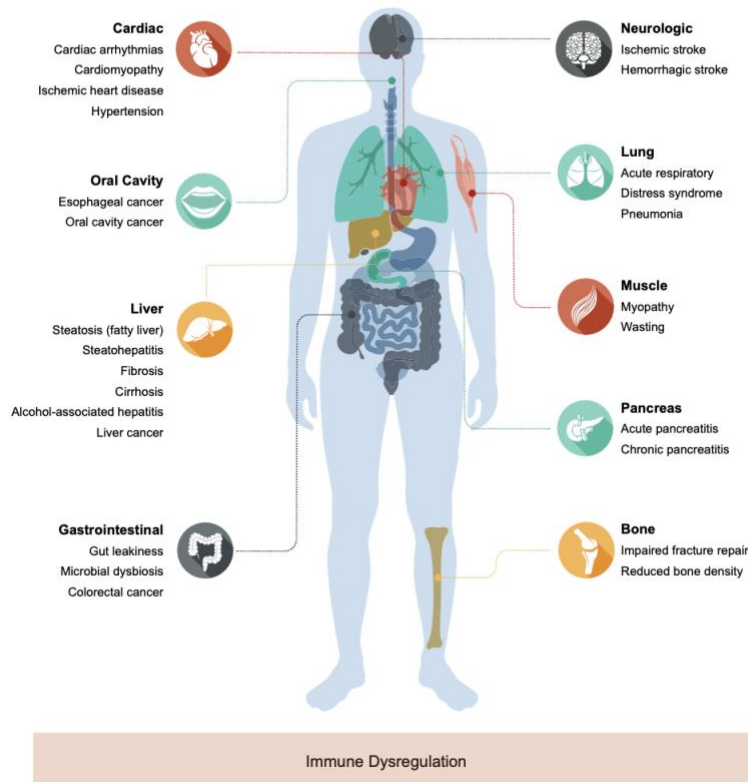
⁴ Hatsukami DK, Fischman MW. Crack cocaine and cocaine hydrochloride: Are the differences myth or reality. *JAMA* 276:1580- 1588, 1996.

⁵ <https://www.gatewayfoundation.org/addiction-blog/cost-of-drug-addiction/>

⁶ <https://www.gatewayfoundation.org/addiction-blog/cost-of-drug-addiction/>

⁷ <https://www.niaaa.nih.gov/alcohols-effects-health/alcohol-topics/alcohol-facts-and-statistics/alcohol-use-disorder-aud-united-states-agegroups-and-demographic-characteristics>

Alcohol-Associated Organ Damage



Source: <https://www.niaaa.nih.gov/alcohols-effects-health/alcohols-effects-body>

What Are Blood Alcohol Content (BAC) Levels?

“Blood Alcohol Content, or BAC, refers to the percentage of alcohol in a person’s bloodstream and can be measured within 30–70 minutes after drinking. Contrary to popular belief, nothing can lower BAC except time; coffee, cold showers, and drinking large amounts of water will not help you sober up any faster.”¹⁸

Below is a link to a BAC calculator. You can use the calculator to estimate your BAC, but keep in mind that everyone metabolizes alcohol (beer, wine, liquor) differently. The calculator may provide an approximate BAC level, but it should not be relied upon to determine whether you are fit to drive or perform work-related tasks.

<https://alcohol.org/bac-calculator/>

Alcohol Calorie Calculator

In addition to the potential health risks, alcohol consumption can contribute to unwanted weight gain. Alcoholic beverages provide calories but few essential nutrients.

In the calculator below, indicate your average number of drinks per week. The calculator will estimate the number of calories you consume weekly from alcohol.

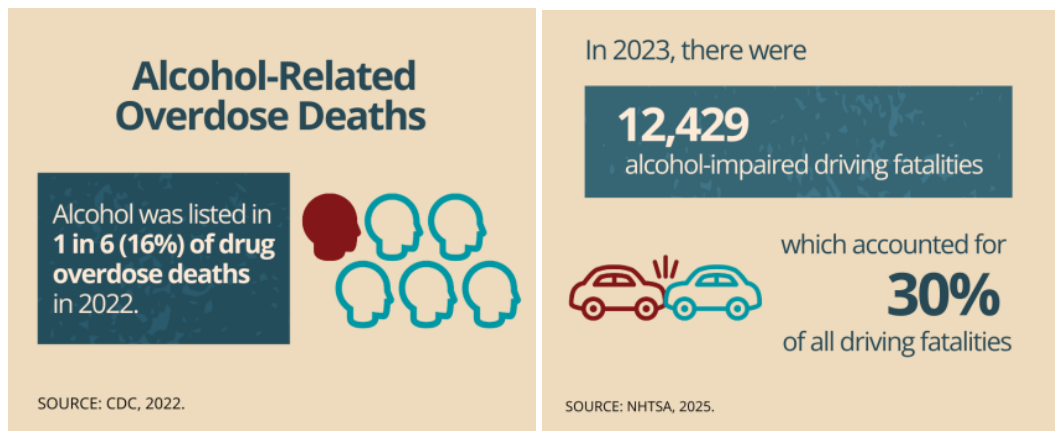
<https://www.rethinkingdrinking.niaaa.nih.gov/Tools/calculators/calorie-calculator.aspx>

Alcohol Spending Calculator

Do you know how much money you spend on alcohol each week, month, or year? Over time, these costs can add up significantly. Use the calculator below to estimate your average spending on alcohol.

<https://www.rethinkingdrinking.niaaa.nih.gov/Tools/Calculators/Alcohol-Spending-Calculator.aspx>

In 2021, alcohol-impaired driving fatalities accounted for 13,384 deaths (or 31% of overall driving fatalities).⁸



Source:

<https://www.niaaa.nih.gov/alcohols-effects-health/alcohol-topics/alcohol-facts-and-statistics/alcohol-relatedemergencies-and-deaths-united-states>

Alcohol-Related Sexual Assault

“Although estimating the number of alcohol-related sexual assaults is exceptionally challenging because sexual assault is typically underreported, researchers have confirmed a longstanding finding that 1 in 5 college women experience sexual assault during their time in college. A majority of sexual assaults in college involve alcohol or other substances. Research continues to better understand the relationship between alcohol and sexual assault among college students. Additional national survey data are needed to better estimate the number of alcohol-related assaults.”⁹

⁸ National Center for Statistics and Analysis, National Highway Traffic Safety Administration. *Overview of Motor Vehicle Crashes in 2021* [Internet]. Washington:

U.S. Department of Transportation; cited 2024 Apr 21. 50 p. Available from: <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/813435>

⁹ <https://www.niaaa.nih.gov/alcohols-effects-health/alcohol-topics/alcohol-facts-and-statistics/alcohol-and-young-adults-ages-18-25>

The following comes from:

Sexual Assault and Alcohol: What the Research Evidence Tells Us

<https://nida.nih.gov/sites/default/files/sexualassault.pdf>

“Alcohol use does not cause sexual assault, but it can be a major contributing factor.

- Research studies have found that about half of sexual assaults on college campuses involve situations in which the perpetrator, the victim, or both were consuming alcohol. Sexual assaults are more likely to occur in settings where alcohol is consumed (e.g., parties, bars).”

“Potential perpetrators may seek out such settings as a way of identifying vulnerable individuals. Alcohol should be seen as a risk factor for—not a cause of—unwanted sexual advances and other forms of sexual assault.”¹⁰

“Sexual assaults involving alcohol more often occur among individuals who know each other casually as acquaintances, rather than among individuals in romantic relationships.

Alcohol consumption is associated with aggression and loss of inhibition.

- Several decades of research have demonstrated that alcohol can increase the likelihood of intimate partner violence. When a relationship situation is potentially dangerous, alcohol can be seen as ‘adding fuel to the fire.’ Alcohol may increase sexual arousal, disinhibition, and aggression among perpetrators. Heavier drinkers may also exhibit personality characteristics associated with perpetration (e.g., antisocial behavior or an orientation toward impersonal sex). Perpetrators may also use alcohol as a means to justify their behavior or to diminish their sense of responsibility.”¹¹



Source: <https://www.therecoveryvillage.com/teen-addiction/alcohol/sexual-assault/>

¹⁰ Maryland Collaborative to Reduce College Drinking and Related Problems. (2016). *Sexual assault and alcohol: What the research evidence tells us*. College Park, MD: Center on Young Adult Health and Development.

¹¹ Maryland Collaborative to Reduce College Drinking and Related Problems. (2016). *Sexual assault and alcohol: What the research evidence tells us*. College Park, MD: Center on Young Adult Health and Development.

In addition, alcohol and date rape drugs may be combined. In turn, this mixture may make sexual assault even more likely, as the risk of blackout is increased. While in some cases the victim consumes the drug voluntarily, in other instances the drug may be slipped into the victim's drink without their knowledge.

Drugs commonly linked to sexual assault include:

- Cannabis
- Cocaine
- Gamma hydroxybutyrate (GHB)
- Benzodiazepines such as Rohypnol (the brand name for flunitrazepam)
- Ketamine
- Barbiturates
- Chloral hydrate
- Methaqualone
- Opioids
- Hallucinogens.¹²

Alcohol Use: Conversation Starters:

<https://health.gov/myhealthfinder/healthy-living/mental-health-and-relationships/alcohol-use-conversation-starters>

Smoking

Quitting smoking is one of the most important things you can do for your health. The sooner you quit, the sooner your body can begin to heal.

Smoking harms nearly every part of the body.

Smoking tobacco is the leading cause of preventable death and disease in the United States.

For example, smoking cigarettes (which contain tobacco) causes:

- Lung cancer, colorectal cancer, and many other types of cancer
- Heart disease and stroke
- COPD (chronic obstructive pulmonary disease)
- Pregnancy-related complications
- Gum disease
- Type 2 diabetes
- Vision loss

¹² <https://www.therecoveryvillage.com/teen-addiction/alcohol/sexual-assault/>

- Rheumatoid arthritis ¹³

Learn more about how smoking affects different parts of the body:

<https://smokefree.gov/quit-smoking/why-you-should-quit/health-effects>

E-Cigarettes

E-cigarettes (sometimes called “vapes”) work by heating a liquid to produce an aerosol that individuals inhale.

E-cigarette aerosol is not harmless. It may contain harmful and potentially harmful substances, including heavy metals and chemicals that can cause cancer. Most e-cigarettes also contain nicotine (the addictive substance found in tobacco products).

The U.S. Food and Drug Administration (FDA) has not approved e-cigarettes as safe or effective tools for quitting smoking.

How Can I Quit?

Nicotine—the drug found in all tobacco products—is as addictive as heroin or cocaine. It is the nicotine in cigarettes that causes cravings, or the strong urge to smoke. Remember—quitting is not easy, but it is possible.

Need Help Quitting?

- Call 1-800-QUIT-NOW (1-800-784-8669) or visit Smokefree.gov for free assistance
- Text QUITNOW to 333888 or visit SmokefreeTXT to enroll in a text-based support program
- Download a free app for 24/7 support and encouragement

Find out more about steps you can take as you prepare to quit smoking.

Prevention Through Education

Berk Trade & Business School strongly believes that education and awareness are the most effective methods for preventing alcohol and drug abuse. As such, throughout the year Berk offers workshops and sponsors speakers on the dangers of drug and alcohol misuse.

¹³ <https://health.gov/myhealthfinder/health-conditions/diabetes/quit-smoking>

Berk also distributes and makes available informational materials related to alcohol and drug use through Student Services and administrative offices. All students and employees are strongly encouraged to attend educational programs and review the materials provided.

To obtain more information regarding the dangers and health risks associated with alcohol or substance use and dependency, students and employees may contact Student Services or the administration office.

Helplines and Support Resources

The following helplines are available for assistance:

- 24/7 Help for Alcoholism, Drug Abuse, and Problem Gambling:
Call 1-877-8-HOPENY (1-877-846-7369)
<https://findaddictiontreatment.ny.gov/>
All calls are toll-free, anonymous, and confidential.
- Substance Abuse and Mental Health Services Administration (SAMHSA):
Call the Treatment Referral Helpline:
1-800-662-HELP (4357) or 1-800-487-4889 (TDD)
- To Report Synthetic Drug Activity:
Call 1-888-99-SALTS (1-888-997-2587)

Program Distribution and Review

Berk Trade & Business School distributes this Alcohol and Other Drugs (AOD) booklet annually to all students and employees as part of its commitment to maintaining a safe, drug-free learning and training environment. The booklet is also provided to new students and employees during orientation and onboarding.

To ensure accessibility and compliance, Berk distributes this document each year through electronic communication (such as email) and maintains records to demonstrate annual distribution.

In addition, Berk conducts and documents a **biennial review** of its alcohol and other drug prevention program. This review evaluates the effectiveness of current prevention efforts, ensures consistent enforcement of disciplinary sanctions, and identifies any necessary updates or improvements to better support safety—particularly in environments involving tools, equipment, and trade-based training.