



***PORTER AND
CHESTER INSTITUTE***

**PORTER AND CHESTER INSTITUTE
AND
PORTER AND CHESTER INSTITUTE OF HAMDEN
Drug and Alcohol Abuse Prevention Program
(DAAPP)**

2026–2027 Annual Notification

PCI and PCI Hamden is committed to maintaining a safe, healthy, and productive educational and working environment. This condensed annual notification provides the information required for annual DAAPP distribution to students and employees.

Drug-Free Schools and Communities Act • Drug-Free Workplace Act • 34 CFR Part 86

1. Purpose, Scope and Institutional Commitment

Porter and Chester Institute (“PCI” or “the Institution”) is committed to providing a safe, healthy, and productive educational and working environment. PCI maintains a Drug and Alcohol Abuse Prevention Program (DAAPP) designed to prevent the unlawful possession, use, manufacture, and distribution of illicit drugs and alcohol and to provide students and employees with information regarding health risks, legal consequences, institutional sanctions, prevention resources, and treatment services.

This DAAPP applies to students, faculty, staff, administrators, other PCI employees, and individuals participating in PCI-sponsored educational activities when subject to institutional policies. It applies on PCI-owned, leased, or controlled property and during institutionally sponsored, supervised, or required activities, including classroom, laboratory, shop, clinical, externship, field, student, and employee activities.

Drug-Free Schools and Communities Act

PCI maintains this DAAPP consistent with requirements applicable to institutions participating in federal student assistance programs. The annual notification provides information concerning:

- Standards of conduct regarding the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol;
- Applicable federal, state, and local legal sanctions;
- Health risks associated with alcohol and drug misuse;
- Available counseling, treatment, rehabilitation, recovery, and referral resources;
- Institutional disciplinary sanctions; and
- PCI prevention and education efforts.

Drug-Free School and Workplace Statement

Porter and Chester Institute (PCI) maintains a Drug and Alcohol Abuse Prevention Program (DAAPP) and a drug-free school and workplace consistent with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act, 34 CFR Part 86, and other applicable federal, state, and local requirements. PCI is committed to providing quality educational services to its students and a safe, healthy, and productive educational and work environment for its employees. In keeping with this commitment, PCI prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illicit drugs, or controlled substances at PCI locations or as part of any PCI-sponsored, supervised, or required activity. Employees and students are expected to comply with this DAAPP and related PCI policies while performing work for PCI, attending class, or participating in institutional activities.

DAAPP Education and Awareness

PCI establishes and maintains its DAAPP to inform and educate students and employees about PCI's drug-free school and workplace policy; standards of conduct prohibiting the unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs and alcohol; information designed to prevent drug and alcohol misuse; health and safety risks associated with alcohol, illicit drugs, marijuana/cannabis, prescription medication misuse, and other controlled substances; applicable federal, Connecticut, Massachusetts, and local legal sanctions; institutional disciplinary sanctions; available counseling, treatment, rehabilitation, recovery, crisis, and referral resources; and reasonable-suspicion, testing, safe-transportation, and other safety procedures when applicable.

Condition of Employment and Attendance

As a condition of employment or attendance, employees and students are expected to abide by this DAAPP and all related PCI policies. Violations may result in appropriate institutional action, up to and including dismissal from school or termination of employment, referral to law enforcement when appropriate, and/or required participation in an approved drug or alcohol assistance or rehabilitation program when authorized by applicable policy.

Criminal Drug Convictions and Employee Responsibilities

Employees subject to Drug-Free Workplace Act requirements must notify the appropriate PCI administrator or Human Resources of a criminal drug statute conviction for a violation occurring in the workplace within the period required by applicable federal law and PCI policy. PCI will make any required federal notification and will take appropriate personnel action or require satisfactory participation in an approved drug-abuse assistance or rehabilitation program, as applicable.

PCI Locations Covered by this Statement

For purposes of this Drug-Free School and Workplace Statement, PCI locations include the buildings, classrooms, laboratories, shops, offices, parking areas, grounds, and other property owned, leased, or controlled by PCI, together with PCI-sponsored or required activities conducted away from campus. The current PCI campus locations covered by this statement are:

Connecticut

- Bridgeport Campus - 156 Boston Avenue, Bridgeport, CT 06610
- Hamden Campus / Porter and Chester Institute of Hamden - 1245 Dixwell Avenue, Hamden, CT 06514
- New London Campus - 351 North Frontage Road, Suite G-1, New London, CT 06320
- Waterbury Campus - 881 Wolcott Street, Waterbury, CT 06705

Massachusetts

- Brockton Campus - 609 Belmont Street, Brockton, MA 02301
- Chicopee/Springfield Campus - 1984 Westover Road, Chicopee, MA 01022/1250 St. James Street, Springfield, MA 01104
- Worcester Campus - 220 Brooks Street, Worcester, MA 01606

PCI will update this location list when a campus opens, closes, relocates, or otherwise changes in a manner that affects the scope of this statement. A PCI-sponsored activity remains subject to applicable institutional drug and alcohol requirements even when conducted away from a listed campus.

2. Standards of Conduct

Students and employees must comply with PCI policies and applicable federal, state, and local laws concerning alcohol and controlled substances. PCI prohibits the unlawful possession, manufacture, use, sale, distribution, dispensing, or possession with intent to distribute illicit drugs and alcohol on Institutional Property or during Institutional Activities.

Alcohol

- Unauthorized possession or consumption of alcohol on Institutional Property is prohibited.
- Selling, furnishing, distributing, or providing alcohol during Institutional Activities is prohibited unless specifically authorized by PCI and permitted by law.
- Students and employees may not report to class, work, laboratory, shop, clinical, externship, or another Institutional Activity while impaired by alcohol.
- Operating equipment, machinery, tools, or vehicles while impaired by alcohol is prohibited.
- Individuals under the legal drinking age may not possess or consume alcohol except as permitted by applicable law.

Illicit Drugs, Controlled Substances and Marijuana/Cannabis

- Unlawful possession, use, manufacture, distribution, sale, or dispensing of controlled substances is prohibited.
- Reporting to or participating in an Institutional Activity while impaired by illicit drugs or marijuana/cannabis is prohibited.
- State authorization for medical or adult-use marijuana does not authorize participation in PCI educational or employment activities while impaired.
- Clinical and externship partners may maintain separate drug-free or drug-testing requirements that students must satisfy as a condition of placement or continued participation.

Prescription and Over-the-Counter Medications

Lawful use of prescription or over-the-counter medication is not, by itself, a violation of this DAAPP. Students and employees remain responsible for safely performing required educational or employment activities. Misuse of prescription medication, including using medication prescribed to another person, providing or selling prescription medication, or using it for non-medical purposes, is prohibited.

3. Reasonable Suspicion, Testing and Safe Transportation

PCI programs may involve tools, machinery, vehicles, electrical systems, patient care, laboratories, shops, clinical activities, or externships. When specific, contemporaneous, objective, and articulable observations create a reasonable concern that a student or employee may be impaired by alcohol or drugs and unable to participate safely, PCI may take immediate safety action. A safety removal is not, by itself, a final determination that a policy violation occurred.

Reasonable Suspicion

Reasonable suspicion must be based on observable facts and circumstances rather than rumor, assumption, stereotype, personal bias, or appearance alone. Indicators may include odor of alcohol or marijuana; bloodshot or watery eyes; slurred speech; delayed responses; poor coordination; unsteady gait; unusual drowsiness; confusion; significant changes in behavior; inability to follow directions; unsafe operation of equipment; repeated safety violations; credible witness observations; possession of alcohol, illegal drugs, or drug paraphernalia; or an admission of recent alcohol or drug use.

Documentation and Administrative Response

Whenever practical, observations should be confirmed by a second trained employee. The observing employee should document the date, time, location, specific objective observations, relevant statements, witnesses, and immediate actions taken. Documentation should describe what was observed rather than state a medical conclusion or diagnosis.

When reasonable suspicion exists, PCI may remove the individual from class, laboratory, shop, clinical, externship, work, or another affected activity; escort the individual to a private location; notify the Campus Director, Human Resources, or other designated administrator; document the observations; determine whether testing is authorized and appropriate; and arrange safe transportation when necessary.

Drug and Alcohol Testing

PCI may require alcohol and/or drug testing when reasonable suspicion exists and testing is authorized under an applicable PCI policy, program requirement, clinical or externship requirement, employment policy, or other applicable procedure and law. Testing may include breath alcohol testing, urine drug screening, oral-fluid testing, or another legally authorized method performed by a qualified collection facility.

A positive test result does not necessarily establish current impairment in every circumstance. Results will be reviewed under the applicable policy or external-site requirement. Refusal to submit to or cooperate with properly authorized testing, failure to provide a required specimen, or intentional adulteration, substitution, or interference with the testing process may be addressed under the applicable student, employee, clinical, externship, or other institutional requirement.

Testing information will be maintained confidentially and shared only with individuals who have an authorized educational, employment, safety, or compliance need to know, consistent with applicable privacy requirements and PCI policy.

Safe Transportation

An individual reasonably suspected of impairment should not personally drive from the campus or to or from a testing location when PCI determines that driving may be unsafe. PCI may arrange transportation to a testing facility or other appropriate destination, contact an emergency contact or responsible adult, use an appropriate transportation service, or contact emergency medical services when necessary. Medical treatment takes priority over testing or disciplinary procedures.

Return to Class or Work

Depending on the circumstances and applicable requirements, PCI may require appropriate clearance, testing, assessment, counseling, compliance with treatment recommendations, or other reasonable safety measures before permitting a student or employee to return to class, laboratory, clinical, externship, work, or another safety-sensitive activity.

4. Institutional Sanctions and Disciplinary Action

Violations of PCI's drug and alcohol standards may result in institutional action appropriate to the facts and circumstances and in accordance with applicable student or employee disciplinary procedures.

Students	Employees
Possible actions include warning; educational intervention; counseling or substance-use assessment; required treatment or rehabilitation when authorized; removal from an activity; restriction from safety-sensitive activities; probation where applicable; suspension; dismissal or expulsion; referral to law enforcement; or other action authorized by PCI policy.	Possible actions include counseling or corrective action; written warning; required drug or alcohol assistance or rehabilitation when authorized; removal from duties; administrative action; suspension; termination of employment; referral to law enforcement; or other appropriate employment action.

Immediate Action

PCI may take immediate safety action before a final disciplinary determination. Institutional action may occur independently of criminal proceedings. A confirmed positive test, when testing is authorized, will be reviewed under the applicable policy or external-site requirement; the DAAPP does not establish automatic dismissal for every positive result.

When testing is properly required under an applicable policy or external-site requirement, refusal or intentional interference with the testing process may be addressed under that applicable requirement.

Seeking Assistance

Students and employees are encouraged to seek assistance before alcohol or drug use negatively affects health, education, employment, relationships, or safety. A voluntary request for information or assistance does not, by itself, constitute a DAAPP violation; however, it does not excuse prior misconduct or prevent necessary safety action.

5. Health Risks Associated with Alcohol and Drug Misuse

Alcohol and drug misuse can affect physical and mental health, judgment, coordination, academic performance, employment, relationships, and personal safety. Combining substances, including alcohol with drugs or medications, may significantly increase the risk of overdose, respiratory failure, coma, injury, or death.

Substance	Examples of Health and Safety Risks
Alcohol	Impaired judgment, coordination and reaction time; nausea, vomiting, memory impairment, accidents and injuries. Heavy or prolonged use may contribute to high blood pressure, liver disease, certain cancers, nervous-system damage, nutritional problems, dependence, or Alcohol Use Disorder. Alcohol poisoning can be fatal.
Depressants	Drowsiness, confusion, impaired coordination, slowed breathing, seizures, loss of consciousness or coma. Overdose risk increases when combined with alcohol or other substances that suppress breathing.
Stimulants	Increased heart rate and blood pressure, anxiety, insomnia, agitation and dizziness. Higher doses or prolonged misuse may result in irregular heartbeat, seizures, psychosis, stroke, cardiac arrest, heart or respiratory failure, or death.
Opioids/Narcotics	Drowsiness, dizziness, impaired judgment, physical dependence, withdrawal and respiratory or circulatory depression. Overdose may cause dangerously slowed breathing, unconsciousness, coma or death.
Marijuana/Cannabis	May impair short-term memory, coordination, reaction time, judgment, concentration and perception and may increase heart rate. These effects can create significant risk during driving, machinery use, laboratory/shop work, or patient care.
Hallucinogens	May cause hallucinations, distorted perception, confusion, panic, anxiety, paranoia, impaired judgment and loss of control.
Synthetic/Designer Drugs	Effects may be unpredictable and can include rapid heart rate, high blood pressure, chest pain, anxiety, paranoia, hallucinations, dehydration, kidney or neurological injury, poisoning, overdose or death.
Prescription Medication Misuse	May cause impaired judgment, drowsiness, respiratory depression, cardiovascular complications, seizures, dependence, addiction, overdose or death, depending on the medication and manner of misuse.

Medical Emergencies

Alcohol poisoning and drug overdose are medical emergencies. Call 911 immediately when an individual cannot be awakened, has difficulty breathing or stops breathing, experiences a seizure or severe chest pain, displays severe confusion, is suspected of an overdose or alcohol poisoning, or otherwise appears to be experiencing a life-threatening reaction. Medical treatment takes priority over institutional testing or disciplinary procedures.

6. Prevention, Education and Assistance

PCI supports a drug-free educational and working environment through prevention and education activities that may include:

- New student and employee orientation;
- Annual DAAPP distribution;
- Alcohol and drug awareness information and educational materials;
- Health, wellness, and mental health awareness initiatives;
- Safety and reasonable-suspicion training; and
- Referral to counseling, treatment, rehabilitation, and recovery resources.

Maintaining a safe educational and working environment is a shared responsibility. Students and employees are expected to understand and comply with PCI standards, report safety concerns, and seek or encourage appropriate assistance when needed.

7. Counseling, Treatment, Rehabilitation and Recovery Resources

PCI provides students and employees with referral information and generally relies on statewide and national referral systems so individuals can locate currently operating services appropriate to their location and needs.

Resource	Contact	Purpose
Connecticut 211	Dial 211	Information and referrals to health and human services throughout Connecticut, including behavioral health, substance use and crisis resources.
Massachusetts Substance Use Helpline	1-800-327-5050; Text HOPE to 800327	Free and confidential statewide assistance, available 24/7, connecting individuals with harm-reduction, substance use treatment, recovery and community support.
Massachusetts 211	Dial 211	Health and human-service referral resource throughout Massachusetts.
988 Suicide & Crisis Lifeline	Call or Text 988	Crisis support for emotional distress, mental health crisis, substance use crisis or suicidal thoughts. Call 911 for immediate danger or a medical emergency.
SAMHSA National Helpline	1-800-662-HELP (4357)	Free and confidential treatment information and referral services, available 24 hours a day.
FindTreatment.gov	Treatment locator	SAMHSA treatment locator for substance use disorder and mental health treatment providers.
NIDA	National Institute on Drug Abuse	Research-based education concerning drugs, substance use, addiction, prevention and treatment.
NIAAA	National Institute on Alcohol Abuse and Alcoholism	Federal educational information regarding alcohol use, Alcohol Use Disorder, health effects, prevention and treatment.
Peer/Community Recovery Support	AA, NA, Al-Anon, Nar-Anon, SMART Recovery and other programs	Meeting locations and schedules change frequently; use the organization's current locator or a state referral service for current information.

PCI will review treatment and referral resources as part of its annual DAAPP review and distribution process. Information concerning requests for assistance, medical information, testing information, and treatment-related documentation will be handled in accordance with applicable institutional policies and privacy requirements.

8. Federal, Connecticut and Massachusetts Legal Sanctions

Students and employees are responsible for complying with applicable federal, state, and local laws concerning alcohol and controlled substances. Violations may result in criminal prosecution, civil penalties, fines, imprisonment, probation, driver's-license consequences, forfeiture or other legal consequences, in addition to separate PCI disciplinary action. The following is a general summary and does not reproduce every applicable statute or provide legal advice.

Federal Controlled Substance Laws

The federal Controlled Substances Act, 21 U.S.C. §§ 801–971, regulates controlled substances and establishes criminal penalties for unlawful possession, manufacture, distribution, dispensing, and trafficking. Penalties vary by substance, quantity, offense, prior convictions and other circumstances and may include fines, imprisonment, criminal forfeiture, enhanced penalties for repeat offenses, and other consequences authorized by federal law.

Federal Marijuana/Cannabis Law

Under the source DAAPP, marijuana/cannabis remains regulated as a controlled substance under the federal Controlled Substances Act. The source document states that proposed federal rescheduling had not been completed when the policy was prepared. State legalization does not permit students or employees to participate in PCI educational or employment activities while impaired, and clinical or externship partners may maintain separate requirements.

Connecticut

Connecticut law regulates controlled substances and prohibits certain alcohol-related conduct, including unlawful possession or procurement of alcohol by minors, furnishing alcohol to minors except where a legal exception applies, and operating a motor vehicle while under the influence of alcohol or drugs. Depending on the offense, sanctions may include criminal charges, fines, imprisonment, probation, driver's-license consequences and other court-ordered sanctions.

The source DAAPP identifies 0.08% as an elevated blood-alcohol content for most adult drivers, 0.04% for commercial motor vehicle operators, and 0.02% for drivers under age 21 under Connecticut impaired-driving provisions. DUI consequences may include arrest, prosecution, fines, license suspension, ignition-interlock requirements, imprisonment and other sanctions.

Massachusetts

Massachusetts regulates controlled substances primarily under Massachusetts General Laws Chapter 94C, including unlawful possession, manufacture, distribution, possession with intent to distribute, trafficking, fraudulent acquisition, conspiracy and related offenses. Possible sanctions include civil penalties, criminal fines, probation, imprisonment, forfeiture and other court-ordered consequences.

The source DAAPP states that Massachusetts permits certain marijuana-related conduct by individuals age 21 or older, subject to statutory restrictions, while continuing to regulate possession by persons under 21, distribution, furnishing marijuana to persons under 21, public consumption, impaired driving, school-ground conduct and other restricted activity. State legalization does not authorize participation in PCI educational or employment activities while impaired.

Massachusetts also prohibits certain underage alcohol conduct and operating a motor vehicle while under the influence of alcohol or drugs. The source DAAPP identifies a BAC of 0.08% or greater for drivers age 21 and older as triggering administrative consequences following an OUI arrest and notes additional restrictions for individuals under age 21.

Local Laws and Institutional Action

Municipal ordinances and other local requirements may address public consumption, open containers, public intoxication or disorderly conduct, marijuana consumption and other public-safety matters. PCI standards may be enforced independently of federal, state, or local criminal proceedings. An arrest is not required before PCI may investigate or take appropriate safety or disciplinary action.

9. Annual Distribution and Biannual Review

PCI distributes this DAAPP annually to students and employees. Students who enroll and employees who are hired after the primary annual distribution will also receive access to the DAAPP through an institutional distribution method

such as orientation, institutional email, a student or employee portal, the learning management system, the institutional website, or another documented communication method.

PCI maintains documentation sufficient to demonstrate annual and mid-year distribution. Before annual distribution, PCI reviews the DAAPP for necessary updates, including campus information, legal references, counseling and treatment resources, telephone numbers, institutional policies and other material changes.

Biennial Review

PCI conducts a biennial review of its DAAPP in accordance with the Drug-Free Schools and Communities Act and 34 CFR Part 86. The review evaluates the effectiveness of PCI's program, identifies needed changes, and evaluates the consistency of enforcement of disciplinary sanctions.

The biennial review is separate from the annual distribution requirement. PCI maintains the review and supporting documentation and makes it available to the U.S. Department of Education or other authorized reviewers when required.

Administrative procedures, distribution verification records, reasonable-suspicion documentation, testing and transportation documentation, corrective-action records, and the detailed biennial review template are maintained as internal compliance materials rather than reproduced in this annual notification.

10. Employee Drug-Free Workplace Responsibilities

As a condition of employment, employees are expected to comply with PCI's Drug-Free Workplace requirements and refrain from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

Employees subject to Drug-Free Workplace Act requirements must notify the appropriate PCI administrator or Human Resources of a criminal drug statute conviction for a violation occurring in the workplace within the period required by applicable federal law and PCI policy. PCI will make any required federal notification and take appropriate personnel action or require satisfactory participation in an approved drug-abuse assistance or rehabilitation program, as applicable.

11. Relationship to Other PCI Policies and Questions

This DAAPP should be read together with other applicable PCI policies and procedures, including the Student Code of Conduct, Employee Handbook, Campus Safety and Security policies, Emergency Response procedures, Reasonable Suspicion procedures, clinical and externship requirements, program-specific safety requirements, and other applicable institutional policies.

Where another institutional policy establishes additional safety, professional, clinical, licensing, or employment requirements, those requirements may also apply.

Questions and Assistance

Students may contact Student Services, the Campus Director, or another appropriate PCI administrator for information about this DAAPP or available assistance. Employees should follow applicable PCI Human Resources, reporting, and safety procedures. Call 911 for an immediate medical emergency or danger to life.