



The leader in online court reporting education!

College of Court Reporting Drug Free Policy

The Drug-Free Policy certification statement is required for all students who are planning on attending the College of Court Reporting. This statement must be signed on your application enrollment contract. Students must download and read the Drug-Free Policy prior to being enrolled at the College of Court Reporting.

BIENNIAL REVIEW OF ITS DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY COMPLIANCE:

The administration of College of Court Reporting, Inc. will review, on a biennial basis, the effectiveness of the programs stated in its Drug-Free Workplace/Drug-Free Schools Policy Statement and will implement changes to the programs if they are needed in accordance with the Drug-Free Schools and Communities Act amendments of 1989 (Public law 101-226). This review will also be conducted to ensure that the disciplinary sanctions stated in the CCR Policy Statement are consistently enforced.

DRUG-FREE WORKPLACE, DRUG-FREE SCHOOLS POLICY STATEMENT:

This is a statement of the standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by CCR students and employees on CCR property or as part of any of its activities. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in and on CCR owned and controlled property or as part of any of its activities. Any CCR employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination/expulsion and referral for prosecution. No employee/student is to report to work/class or any CCR activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation/treatment for drug/alcohol use disorder and/or for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. The college's alcoholic beverage policy is stated below.

CAMPUS ALCOHOLIC BEVERAGES POLICY:

The service, possession, and consumption of alcoholic beverages shall comply with state and federal laws, city and county ordinances. In addition, the college has formulated the following policies governing the service, possession, and consumption of alcoholic beverages on CCR property or as part of any of its activities. Alcohol which is permitted is limited to beer and wine. Distilled spirits (e.g. whiskey, etc.) are prohibited on CCR property or as part of any of its activities property.

- Guidelines - The service of alcoholic beverages to persons younger than 21 years of age is prohibited. Possession or consumption of alcoholic beverages is prohibited by persons younger than 21 years of age.
- Possession or consumption of alcoholic beverages in open or unsealed containers is prohibited except in designated areas or as approved with special events.
- Individuals are responsible for their actions regardless of their mental or physical state as it may be
- affected by mind-altering chemicals such as alcohol and other drugs.
- Student organizations may develop more stringent regulations regarding alcohol use.
- The service of alcoholic beverages to individuals of legal age will be permitted at select college locations for catered functions by properly authorized distributors.

APPROVAL PROCEDURES FOR STUDENT GROUPS:

Prior approvals for students or student organizations to host an event where alcoholic beverages are present must be obtained from the President or designee of the college. The following information must be supplied by the student organization and approved by the appropriate college officials, no less than fifteen (15) calendar days prior to the event(s). These arrangements include but are not limited to:

- Sponsoring organization and nature of event;
- Date, beginning and ending times and location of event;
- Number in attendance and method of registering guests;
- Method of designation for those of age/underage;
- Contained area where alcohol consumption is permitted;
- Type of alcohol along with food and alternative non-alcoholic beverages to be provided;
- Method of security including number of appropriate law enforcement;
- Person to be contacted at event in case of questions or problems.

In order to comply with the Federal Drug-Free Workplace Act, College of Court Reporting, Inc. requires that an employee employed on a grant or contract notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The college will notify the federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such a contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.

The college will discipline any employee who is so convicted and/or require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program. In order to comply with the Federal Drug-Free Schools and Campuses Act, the following descriptions are listed.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL:

Drugs cause physical and emotional dependence. Users may develop a craving for specific drugs, and their bodies may respond to the presence of drugs in ways that lead to increased drug use. Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. The withdrawal trauma includes (depending on the type of the drug): loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating, anxiety, insomnia, delirium, convulsions, depression and disorientation among other discomforts. Psychological dependence occurs when taking drugs becomes the center of the user's life.

Psychological dependence on drugs can destroy ties to family and friends, as well as cause the user to abandon outside interests, values, and goals. The user goes from taking drugs to feel good, to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. Drugs can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition. Such accumulations of drugs and their slow release over time may have effects on the mind and body weeks or even months after drug use has stopped.



Drugs can interfere with memory, sensation, and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others. Drugs interfere with the brain's ability to take in, sort, and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received. Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug. Research shows that drugs erode self-discipline and motivation necessary for learning that causes decline in academic and work performance as well.

The marijuana produced today is from 5 to 20 times stronger than that available as recently as 10 years ago. Its regular use has been associated with a "motivational syndrome", characterized by apathy and loss of goals. Research has shown that severe psychological damage, including paranoia and psychosis, can occur when marijuana contains 2 percent THC, its major psychoactive ingredient. Since the early 1980's most marijuana has contained from 4 to 6 percent THC – two or three times the amount capable of causing serious damage.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in high mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Far more addictive than heroin, barbiturates, or other illicit drugs is crack, a cheap but potent form of cocaine. It is extremely addictive; repeated use can lead to addiction within a few days. Crack leads to crime and severe psychological disorders. Many users, once addicted, have turned to stealing, prostitution, and drug dealing in order to support their habit. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Crack/cocaine, as well as many other illicit drugs (for example, narcotics, depressants, stimulants, and hallucinogens) produce a wide gamut of withdrawal syndromes. These drugs can also cause sudden death from cardiac arrest or respiratory failure.

Sources of Text: What works: Schools Without Drugs, United States Department of Education, 1989 revised edition.

APPLICABLE LEGAL SANCTIONS UNDER FEDERAL, STATE AND LOCAL LAW FOR THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL:

In the U.S. Department of Justice, Drug Enforcement and Administration 1989 edition of Drugs and Abuse the following statement is provided regarding applicable legal sanctions under federal law for the unlawful possession or distribution of illicit drugs.

"The foundation of the federal fight against drugs is Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, commonly known as the Controlled Substance Act (CSA). The basic provisions of that law were strengthened by the Congress in 1984 and again with the Anti-Drug Abuse Act of 1986. The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress".



Indiana's laws (directed to discourage persons from driving under the influence of drugs or alcohol) have severe penalties including mandatory minimum incarceration sentences. Other sanctions include:

- Suspension or revocation of driver's license.
- Suspension of vehicle registration and return of license plates, in the case of a multiple offender.
- Mandatory blood testing to determine alcohol or drug levels.
- Ban on open alcoholic beverage containers in vehicles operating on public highways.

REVIEW BY CCR OF ITS DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY COMPLIANCE:

The administration of College of Court Reporting, Inc. will review, on a biennial basis, the effectiveness of the programs stated in its Drug-Free Workplace/Drug-Free Schools Policy Statement and will implement changes to the programs if they are needed in accordance with the Drug-Free Schools and Communities Act amendments of 1989 (Public law 101-226). This review will also be conducted to ensure that the disciplinary sanctions at CCR are consistently enforced.

