Drug & Alcohol Abuse Policy

Court Reporting™ Institute

Prevention & Resources

Drug and alcohol abuse education programs are offered by local community agencies. The school will post information about such education programs at the retention office.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes danger signals in either a student or employee contact the Campus Director's Office. If it is determined by the Campus Director that a student or employee is in need of assistance to overcome a drug problem, he/she may be counseled on the need to seek assistance. Records of such counseling will remain confidential.

In certain instances, students and employees may be referred to counseling and/or a substance abuse help center. If such a referral is made, continued enrollment or employment is contingent upon attendance and successful completion of any prescribed counseling or treatment. Students or employees who are seeking treatment for a substance abuse problem may contact the Campus Director's Office. Confidentiality will be maintained. In addition, students or employees who believe they have a substance abuse problem may find sources of treatment or advice by referring to the Retention Office.

There are also national organizations that may be contacted for help, such as:

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL
- The National Council on Alcoholism and Drug Dependence
  HOPE LINE 1-800-NCA-CALL
- The Federal Substance Abuse & Mental Health Service Treatment Referral Routing Services 1-800-622-HELP
- Al Anon for Families of Alcoholics 1-800-344-2666

Students and employees must notify the Campus Director, in writing, within five days of being convicted of a criminal drug statute at the school. Disciplinary action will occur within 30 days of receipt of the written notification and may range from a letter of admonishment to termination from enrollment or employment at the school.

Legal Sanctions

Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Loss of eligibility for federal financial aid or other federal benefits
- Property seizure
- Mandated community service
- Felony conviction may result in 20-50 years hard labor without benefit of parole
- Monetary fines

In addition to local and state authorities, the federal government has four agencies (the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. One should be aware that:

- It is a crime to hold someone else's illicit drugs
- It is a crime to sell fake "dope"
- It is a crime for being in a house where people are using illicit drugs
- It is a crime if drugs are in your locker, car, purse, or house

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Alcohol & Drug Policy

The U.S. Department of Education requires institutions of higher education to implement a drug prevention program for students and employees. The Court Reporting Institute is committed to maintaining a drug-free school and workplace for its students and employees.

The policies of the Court Reporting Institute are stated below:

1. The Court Reporting Institute prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees on its property or as part of any of its activities.
2. Reporting to or remaining at work/school impaired by or under the influence of alcohol or illicit drugs is prohibited.
3. Students/Employee will be referred to the services of the National Council on Alcoholism and Drug Dependence for counseling and rehabilitation on an individual referral basis. Literature is available upon request.
4. Disciplinary action for violation of the alcohol and drug policy by students and employees on the Court Reporting Institute property or as part of any of its activities will be based on the seriousness of the situation and may include up to suspension or dismissal from school/employment.
5. The Court Reporting Institute will contact the appropriate Local, State or Federal law enforcement authorities regarding an infraction of the law.

Court Reporting™ Institute

Signs & Symptoms

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even small amounts alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car.

Signs and symptoms of abuse include:, dulled mental processes, lack of coordination, slowed reaction time, poor judgment and reduced inhibitions.

Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

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.

Marijuana

All forms of marijuana have negative physical and mental effects. Research also shows that people do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same "high".

Inhalants

Inhalants are mood-altering substances that are voluntarily inhaled. Because they are common products, inhalants often are a young person's first attempt at "getting high".

Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalants include: nausea, sneezing, coughing, nosebleeds, fatigue, poor coordination and loss of appetite.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

Cocaine

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Cocaine is a powerfully addictive drug leading to physical and psychological dependence.

Signs and symptoms of use include: dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, seizures, anxiety, mood swings and difficulty in concentration.

The immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. In addition, cocaine use can lead to death by cardiac arrest or respiratory failure.

Chronic use can ulcerate the mucous membrane of the nose. Using contaminated equipment to inject cocaine, or any other substance, can transmit HIV and cause HIV/AIDS, hepatitis and other diseases.

Other Stimulants

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine or crank is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body.

Signs and symptoms of use include: impaired concentration, impaired mental functioning and swings between apathy and alertness.

In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. Also, injection using contaminated needles may result in needle-related diseases such as AIDS and hepatitis.

Depressants

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension.

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause: slurred speech, staggered walk, altered perception, respiratory depression, coma and death.

The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed.

Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

Hallucinogens

Hallucinogenic drugs distort the senses and often produce hallucinations--experiences that depart from reality.

Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries.

Signs and symptoms of use include: impaired concentration, confusion and agitation, muscle rigidity and profuse sweating.

Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Narcotics

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone).

Narcotics initially produce a feeling of euphoria that is often followed by: drowsiness, nausea and vomiting, constricted pupils, watery eyes and itching, low and shallow breathing, clammy skin, impaired respiration, convulsions, coma, possible death,

Narcotics can be eaten, injected, inhaled, or smoked, such as heroin.

Tolerance to narcotics develops rapidly and addiction is likely. The use of contaminated syringes may result in diseases such as HIV/AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.