

## **Drug and Alcohol Abuse Awareness & Prevention**

Drugs and alcohol are toxic to the human body and if abused can have serious health consequences. The use or abuse of alcohol and other drugs increases the risks for behavioral and social problems such as negative effects on academic work performance; conflicts with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary action, including loss of employment or dismissal from an academic program; and legal problems resulting in ticketing, fines and imprisonment.

### **Statement regarding alcohol abuse and illicit drugs**

Cranbrook Academy of Art is committed to maintaining a campus free from alcohol abuse and the illicit use of drugs. Cranbrook requires all employees and students to report for work or studio activity free from the effects of drugs or alcohol. Persons whose actions suggest they are under the influence of alcohol and/or drugs will not be allowed to remain in the workplace/studio.

### **Drug and Alcohol Policy**

The laws of the state of Michigan and Cranbrook Academy of Art's policies prohibit the consumption or possession for personal consumption of alcoholic beverages by persons under the age of 21 years. Further, Michigan laws and Academy policies prohibit the sale, service or giving of alcoholic beverages to persons under the age of 21. The Academy's policies, local ordinances and laws, state laws and federal laws also prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol.

Selling, distributing, manufacturing, dispensing, purchasing, possessing or consuming alcohol or illegal drugs, or misusing prescribed drugs, is strictly prohibited. (Nothing in this statement is intended to restrict reasonable consumption or handling of alcoholic beverages by employees or students age 21 or older at an authorized event). Returning to the workplace/studio, equipment rooms, shops, or other spaces of production provided by Cranbrook to perform work of any kind after consuming alcohol is strictly prohibited.

In compliance with the Drug-Free Workplace Act of 1988, Cranbrook requires employees to abide by the conditions set forth in the preceding statement, and further to notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Cranbrook in turn will adhere to reporting requirements stipulated by the law.

Cranbrook Academy of Art will impose sanctions, consistent with Local, State and Federal law, upon persons found to be in violation of the standards of conduct as described herein. Such sanctions may include, but are not limited to, referral for prosecution, suspension or termination without prior warning, or the completion of an appropriate counseling, treatment, or rehabilitation program before reinstatement is allowed.

Employees and students are provided at least once yearly with information dealing with the health risks associated with the use of illicit drugs and the abuse of alcohol. Written information is available at any time from the Cranbrook Academy of Art Library or Administration Office or the Cranbrook Educational Community Human Resources Director.

### **External Sanctions**

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin, cocaine, marijuana and prescription drugs;
- Forfeiture of personal and real property; /
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

### **Penalties for Students Convicted Of Possession Or Sale Of Drugs**

Under federal law, some students who have drug-related convictions in state or federal court may be ineligible for federal student aid. A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance, is not eligible to receive any grant, loan, or work assistance under Title IV during the period from the date of the conviction and through the interval specified below. The period of ineligibility for federal student aid funds varies depending on whether the conviction was for sale or possession and whether the student had previous offenses. If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, and the longer period of ineligibility applies:

#### *Period of Ineligibility for Possession of Illegal Drugs*

-First Offense: one year from date of conviction

-Second Offense: two years from date of conviction

-Third+ Offenses: indefinite period

#### *Period of Ineligibility for Sale of Illegal Drugs*

First Offense: two years from date of conviction

Second Offense: indefinite period

Third+ Offenses: indefinite period

**Note:** A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult. Further, a student may be able to resume eligibility before the end of the ineligibility period for satisfactory completion of an acceptable drug rehabilitation program. Contact Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, with questions.

#### Alcohol

Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol.

#### Prescription Drugs

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on Academy property. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in conviction with jail time.

Employees who must possess and use drugs prescribed by a doctor for medical purposes should inform their supervisor in the event that they have a prescription that limits their ability to operate machinery and such operation is required by their position. This includes drivers and those operating equipment such as lawnmowers, snow blowers, etc. Employees taking a non-prescription drug that cautions against use while operating machinery must also report this information to their supervisor. Whenever employees who operate machinery are taking a drug that presents a potential impairment, they must submit a physician's certificate stating that the use of this drug will not impair their ability to perform their job safely.

#### Violation of Policies

**Students:** The Academy community has established expectations for nonacademic student conduct in the CAA Student Handbook, under the Student Code of Conduct. The Code of Conduct specifically addresses the illicit use of alcohol and other drugs as follows:

#### **Illegal or Unauthorized Drugs and Alcohol**

**Students shall not use, possess, sell or solicit the sale of illegal, "look-a-like," "designer," or unauthorized drugs. Neither shall students abuse alcohol. Providing alcohol to minors is illegal and is therefore prohibited on campus.**

Students who violate the Student Code of Conduct are subject to disciplinary action as outlined in the CAA Student Handbook. Disciplinary action may take the following form: probation; dismissal; expulsion from campus dormitories.

A student may be dismissed for issues of alcohol and drug abuse in accordance with Cranbrook Educational Community policies. These policies provide for a compassionate response, including counseling and treatment. If a student does not take responsible advantage of the benefits of the policies, his or her student status may be jeopardized.

**Employees:** The Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants and contracts to take specific steps to provide a drug-free place of employment. In compliance with this Act, Cranbrook has a Drug-Free Workplace policy. As a condition of employment, employees must abide by this policy.

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, and the abuse of alcohol are prohibited in Cranbrook's workplace. This prohibition applies to all activities sponsored by Cranbrook whether on campus property or at other locations. Employees who violate this policy will be subject to disciplinary action, up to and including discharge (see policy titled Counseling and Corrective Action).

A medical leave of absence or Family Medical Leave Act leave of absence (see policy titled Family Medical Leave) may be available to employees with substance abuse problems, and an employee may be required to obtain treatment from a rehabilitation program as a condition of continued employment.

If an employee is convicted of a drug violation occurring on or off campus while conducting Cranbrook business, he/she must notify his/her supervisor and the Director of Human Resources in writing within five calendar days of the conviction. Cranbrook is then required by law to notify appropriate federal agencies that provide funds to Cranbrook.

#### **Drug and Alcohol Abuse Awareness**

#### Health Risks of Drugs and Alcohol

Following is a summary of health risks associated with alcohol abuse and the use of specific types of drugs:

**Alcohol** - Alcohol consumption has acute effects on the body and causes a number of marked behavior changes. Even low doses significantly impair the judgment and coordination required to drive a car safely. Moderate to high doses increase the incidence of a variety of aggressive acts including risk-taking behaviors. Moderate to high doses of alcohol cause marked impairments in mental functions, severely affecting 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 can be fatal.

**Illicit Drugs** - Drugs interfere with the brain's ability to take in, sort and synthesize information. They distort perception, affect sensations and impair memory. Specific health risks associated with particular types of drugs are listed below:

**Cocaine/Crack** - Cocaine stimulates the nervous system, elevates blood pressure, increases heart and respiratory rates and elevates body temperature. Cocaine can produce psychological and physical dependency. Effects of the use of crack include increased pulse rate, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Cocaine in any form, but particularly crack, can cause sudden death from cardiac arrest or respiratory failure.

**Marijuana** - Marijuana may increase the heart rate, produce bloodshot eyes, a dry mouth and increased appetite. It may impair short term memory, alter sense of time and reduce the ability to perform tasks requiring coordination and concentration. Research shows that motivation and cognition may be altered and that marijuana can cause severe psychological damage. Marijuana also damages the lungs and pulmonary system and contains more cancer-causing agents than tobacco smoke.

**Narcotics** - Narcotics produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death.

**Amphetamines** - Amphetamines (uppers) can cause increased heart and respiratory rates, elevated blood pressure and decreased appetite. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse.

**Barbiturates** - Barbiturates (downers) have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of alcohol and barbiturates will multiply the effects, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

**Hallucinogens** - Hallucinogens interrupt the functions of the brain that control the intellect and keep instincts in check. The use of hallucinogens may produce a sense of distance and estrangement, panic, confusion, suspicion, anxiety and loss of control. Large doses may produce convulsions and coma, and heart and lung failure.

**Inhalants** - The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Deeply inhaling 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 by depressing the central nervous system to the point that breathing stops.

### **Alcohol and Drug Abuse Prevention**

Cranbrook Academy of Art provides education and awareness information to employees and students with the goal of reducing harmful consequences of alcohol and other drug use. All students are provided with information regarding the dangers of abusing prescription drugs, the dangers of drinking too much, seeking drug abuse treatment, tips for cutting down on drinking, and an alcohol self-check survey to determine a student's current level of risk. This information is provided to each student individually at registration, and resources are posted on the CAA Intranet. The Cranbrook Academy of Art Student Handbook lists resources to assist students in dealing with drug and alcohol issues, and the Academy provides every student with 5 free counseling sessions annually, which can be used to address issues that may lead to drug and alcohol abuse/problems. Employees are provided with information through the Cranbrook Education Community Human Resources Department, in the form of information contained in the Employee Handbook distributed to all newly hired employees; information is also provided to each employee annually.

#### Program for awareness/prevention/treatment of substance abuse and mental health counseling

In the spirit of assisting employees and students in being free from alcohol abuse and the use of illicit drugs, Cranbrook Academy of Art provides a program for awareness/prevention/treatment for substance abuse. All are encouraged to become familiar with the ways in which appropriate and timely help may be obtained.

#### **Students**

The Academy has contracted with a certified counselor who will be available, by appointment, for agency office counseling for drug and substance abuse. The Academy currently has contracted with Catholic Charities of Southeast Michigan for this service. Although the word "Catholic" appears in its title, the agency is not directly associated with any religious group. This agency is the most respected in its field in this part of the state. Persons wishing to make an appointment with the counselor should contact the Waterford office at 248-666-8870.

The Academy provides information on a variety of local facilities offering counseling, treatment, and therapy for those with drug or mental health related problems. These agencies are publicly funded by the Oakland County Health Division, Substance Abuse office, and may provide outpatient services at reduced or no fee based on income eligibility. The sources are listed below; additional copies are available any time from the Academy office.

Catholic Charities of Southeast Michigan 6637 Highland Road Waterford, MI 48327 248-666-8870	Oakland Family Services 50 Wayne Street Pontiac, MI 48058 248-332-8352
Recovery Consultants, Inc	Woodward Counseling, Inc.

2710 W. 12 Mile Rd. Berkley, MI 48072 248-543-1090	35 S. Johnson St., Suite 0-C Pontiac, MI 48341 248-333-7222
Common Ground <u>Crisis and Resource Center</u> 44590 Woodward Avenue Pontiac, MI 48341 248-456-1991 800-231-1127 (24 Hour Helpline)	Alcoholics Anonymous For information on local Alcoholic Anonymous programs, including meeting locations and times: 248-332-3521 or 248- 541-6565
Havenwyck Hospital 1525 University Drive Auburn Hills, MI 48326 Havenwyck Hospital provides a continuum of individualized treatment for adults needing psychiatric and/or substance abuse treatment. Intake Center, call 1-800-401-2727 Assessments and Admission, Staff is available 24 hours a day, seven days a week.	

Additional resources include:

- Cocaine Helpline: 1-800-COCAINE
- National Council on Alcoholism Information Line: 1-800-NCA-CALL
- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- Parent's Resource Institute for Drug Education: 1-800-241-9746

Information regarding alcohol and drug abuse awareness/prevention is provided to students at registration; students sign a form to indicate that they will read this information. Information is also posted on the CAA Intranet, on the *Financial Aid, Registrar and Forms* page, in the *Substance Abuse Resources* section.

Cranbrook Academy of Art conducts a biennial review of its drug and alcohol abuse prevention program. Such review examines the effectiveness of the program initiatives, implements necessary changes, and ensures that sanctions are consistently enforced. Comments and pertinent information from employees and students will be accepted by the Cranbrook Academy of Art Director's office.

### **Employees**

Cranbrook has established a drug-free awareness program which includes providing employees with information explaining the dangers of drug abuse, and information about obtaining treatment for chemical dependency problems.

### Sources of Assistance Available

Sources available for dealing with drug and alcohol issues are:

- Cranbrook's Employee Assistance Program (see policy titled Employee Assistance Program).
- Cocaine Helpline: 1-800-COCAINE
- National Council on Alcoholism Information Line: 1-800-NCA-CALL
- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- Parent's Resource Institute for Drug Education: 1-800-241-9746

### Rehabilitation Information

Employees who feel that they may have an alcohol or drug abuse problem may contact various sources for assistance, including Cranbrook's Employee Assistance Program. Other sources available to assist employees with drug and alcohol issues are outlined in the policy titled *Drug-Free Workplace*. Employees seeking in-patient rehabilitation may request a leave of absence to cover a treatment stay. Each request will be evaluated on an individual basis.

### Employee Assistance Program

Cranbrook provides regular full-time and regular part-time employees (20 or more hours per week) with short-term counseling services through an Employee Assistance Program (EAP). The EAP is a program designed to assist you and your immediate family members in the identification and resolution of problems. All EAP services are confidential, provided by professional counselors, and the cost is fully paid by Cranbrook. Employees with alcoholism and/or drug abuse and dependence are encouraged to seek assistance through the EAP. Contact information is available in the Employee Handbook, which is issued to each employee at the time of hiring (and is available on the CEC shared computer drive as well as from the CEC Human Resources Department).