



**DRUG FREE SCHOOL AND  
WORKPLACE HANDBOOK  
2017-2018**

**Creating success in education, the workplace, and life.**



# DRUG FREE SCHOOL AND WORKPLACE HANDBOOK

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## **DRUG-FREE SCHOOL AND WORKPLACE PROGRAM**

Realizing that student safety is of great concern, Northwest Technology Center has implemented a program to prevent the unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol by students and employees on school property or as part of any school activity.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to a student's health. The health risks associated with drug and alcohol use include but are not limited to

- Slowed physical reflexes
- Decreased mental powers
- Impaired judgment
- Emotional problems
- Spread of disease (AIDS) by drug paraphernalia.

The "Code of Conduct" for students attending Northwest Technology Center explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as part of any school activity. Any student who violates this "Code of Conduct" will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution.

Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy. Northwest Technology Center hereby commits itself to a continuing good faith effort to maintain a drug-free school. Prevention activities may include, but are not limited to, drug awareness programs which will educate students about the dangers of drug abuse; available drug counseling, rehabilitation and re-entry programs and in-depth discussion of the schools "Drug-Free Program".

## **DISTRIBUTION OF THE NWTC DRUG-FREE SCHOOL AND WORKPLACE HANDBOOK INFORMATION**

In order to maintain a healthy educational and working environment and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the Northwest Technology Center Board of Education has adopted several policies concerning drug and alcohol abuse. For detailed information regarding all **NWTC POLICIES**, please see the **NWTC Board of Education Policy Manual** available on our website at [www.nwtech.edu](http://www.nwtech.edu).

**This handbook is available in the Central Office, Counselor's Office, Financial Aid Office, and online at [www.nwtech.edu](http://www.nwtech.edu).** A copy of the Drug Free Brochure will be given to students upon enrollment. This information is presented as a summary and is intended to serve as a guideline for students, parents, and employees. **Compliance is mandatory.**

## **DRUG EDUCATION AND INFORMATION ABOUT ALCOHOL AND DRUG ABUSE**

NWTC provides information to all students at the beginning of school which is designed to inform students about the Board of Education's Drug Free School and Campus Policy, to educate students about the dangers of drug abuse, and to provide information about drug counseling and rehabilitation services. The information includes: standards of conduct, disciplinary sanctions on students, applicable legal sanctions, identification of potential health risks and the location of local agencies who provide help to people experiencing problems with alcohol or drugs. Detailed information can be found in the Drug Free School and Workplace Handbook available in the Central Offices and Financial Aid Office as well as information in NWTC's Student Handbook and at [www.nwtech.edu](http://www.nwtech.edu). A list of referral agencies can be found at the end of this handbook.

## **TOBACCO FREE CAMPUS**

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Northwest Technology Center prohibits the use of all tobacco products in any form in or upon school property, 24 hours a day, seven days a week. Appropriate signage is displayed as notice to the public that NWTC is a Tobacco Free Campus 24/7.

### **Tobacco on Campus**

Smoking and the use of tobacco products in any form is prohibited on technology center property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by minor students on school property is prohibited.

"Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building.

### **Enforcement**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

### **Students**

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including removal from the program for adult students or out-of-school suspension for secondary students.

### **Staff**

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

### **Citizens**

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from using these products on technology center property. If the individual fails to comply with the request, his or her violation of policy may be referred to the campus director or other supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave technology center property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering technology center property for a specified period of time. If deemed necessary

by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

This information is intended to serve as a guideline for students and parents. Any questions concerning the NWTC Tobacco Free Campus policy should be referred to the Office of the Assistant Superintendent. For detailed information regarding the **NWTC USE OF TOBACCO PRODUCTS POLICY**, please see **Section 3 of the NWTC Board of Education Policy Manual** available on our website at [www.nwtech.edu](http://www.nwtech.edu).

## **EMPLOYEES – DRUG AND ALCOHOL FREE WORKPLACE**

In order to maintain a healthy educational and working environment in the technology center facilities, and to comply with the requirements of the Drug-Free Workplace Act of 1988 for purposes of receiving federal assistance, the board of education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale, or distribution; or conspiring to sell, distribute, or possess; or being in the chain of sale or distribution; or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the technology center facilities, on technology center property (including vehicles), or at a technology center sponsored function or event by an employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.
2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a technology center administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a technology center workplace within five (5) calendar days after the conviction. The conviction shall result in dismissal or nonrenewal.
3. The conviction shall be reported in writing by the technology center's grant administrator to the relevant federal granting agency within ten (10) calendar days of the notification by the employee or other actual notice of the conviction.
4. This policy statement shall be included in the technology center's employee manual, and shall be distributed to all employees at the commencement of each school year.
5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the technology center's policy for a drug- and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation, and re-entry programs regarding drug and alcohol use.

Reference: Drug Free Workplace Act of 1988

## **STUDENTS, DRUGS, AND ALCOHOL**

### **Illegal and Illicit Drugs and Alcohol**

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful, resulting in poor academic performance, poor social interactions, and jeopardy to future job prospects.

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

"Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

"Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

Violation of this policy will result in imposition of disciplinary measures, pursuant to the technology center's policy on student behavior. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

### **Necessary Medications**

Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school's policy on the administration of medicine to students.

Minor students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the campus director with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students. Violations of this rule will be reported to a minor student's parents and may result in discipline which can include suspension.

### **Distribution of Information**

Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the campus director at each site.

## **REPORTING STUDENT SUBSTANCE ABUSE**

The board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by instructors and/or all employees in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to an employee that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the employee will report the matter in writing to the superintendent's designee (the assistant superintendent/campus administrator). Whenever possible, the employee should attempt to obtain a corroborative observation from an instructor or administrator.

The report of the employee will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the employee concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The assistant superintendent/campus administrator or his/her designee will also immediately meet with the student, and if the student is a minor, notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing. Law enforcement authorities may be notified.

## **STUDENT SEARCH AND SEIZURE**

The superintendent, campus director, or designees are authorized to detain and search any student and any property in the student's possession while on technology center premises, at technology center activities, or in transit under authority of the technology center, for any item possession of which by the student is illegal or prohibited by technology center policy, or for property believed to have been stolen from another student, an employee, or the technology center. The search shall be conducted according to the following guidelines:

### Reasonableness

1. The decision to search must be based upon a reasonable suspicion that:
  - A. A violation of the law or school policy or rules has occurred or is occurring;
  - B. The student to be searched has committed the violation; and
  - C. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
  - A. The student's age, history, and record in school;
  - B. The prevalence and seriousness of the suspected violation;
  - C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
  - D. The need to make a search without delay and further investigation;
  - E. The specificity and source of the information used as justification for the search; and
  - F. The particular instructor or official's experience with the student.

### Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

### Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

### Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

### Reports

The person conducting the search shall prepare a report to be maintained by the superintendent and campus director, including the date, time, place, names of witnesses, purpose, basis, and result of the search.

## **SPECIFIC DRUGS AND THEIR EFFECTS**

The Northwest Technology Center Board of Education feels that certain activities are detrimental to the work environment, to individual educational development, and undermine effective work productivity and effective education. The school district is concerned with the health, safety, and well being of all employees and students. In order to increase awareness in the potential hazards associated with use and abuse, the following specific drugs and their effects are presented.

### **TOBACCO**

The smoking of tobacco products is the chief avoidable cause of death in our society. About half of all Americans who keep smoking will die because of the habit. Each year about 443,600 people in the United States die from illnesses related to tobacco use. Smoking cigarettes kills more Americans than alcohol, car accidents, suicide, AIDS, homicide, and illegal drugs combined. Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung disease such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers.

Smoking during pregnancy also poses serious risks. Spontaneous abortion, pre-term birth, low birth weights, and fetal and infant deaths are all more likely to occur when the pregnant woman/mother is a smoker.

Cigarette smoke contains some 4,000 chemicals, several of which are known carcinogens. Other toxins and irritants found in smoke can produce eye, nose, and throat irritations. Carbon monoxide, another component of cigarette smoke, combines with hemoglobin in the blood stream to form carboxyhemoglobin, a substance that interferes with the body's ability to obtain and use oxygen.

Perhaps the most dangerous substance in tobacco smoke is nicotine. Although it is implicated in the onset of heart attacks and cancer, its most dangerous role is reinforcing and strengthening the desire to smoke. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Of 1,000 typical smokers, fewer than 20 percent succeed in stopping on the first try.

Although the harmful effects of smoking cannot be questioned, people who quit can make significant strides in repairing damage done by smoking. For pack-a-day smokers, the increased risk of heart attack dissipates after 10 years. The likelihood of contracting lung cancer as a result of smoking can also be greatly reduced by quitting.

### **ALCOHOL**

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 spousal and child abuse. 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. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects 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.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

These infants have irreversible physical abnormalities and mental retardation.

### **CANNABIS**

All forms of cannabis, including marijuana commonly known as a gate-way drug, have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car.

Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also 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 cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives. Some examples of cannabis are Marijuana; Tetrahydrocannabinol (THC); Hashish; Hashish Oil.

## **INHALANTS**

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

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 by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

Some examples are Nitrous Oxide (laughing gas); Amyl Nitrite (snappers, poppers); Butyl Nitrite, Chlorohydrocarbons (aerosol sprays); Hydrocarbons (solvents).

## **COCAINE**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion.

Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Some examples are Cocaine (coke, blow, white); Crack (free base rocks, rock).

## **OTHER STIMULANTS**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

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. These symptoms usually disappear when drug use ceases. Some examples are Amphetamines (speed, uppers, pep pills); Methamphetamines (crank, crystal methedrine, speed); Additional Stimulates (Ritalin, cylert, preludein, didrex, pre-state, voranil, tenuate, tepanil, pondimin, sandrex, plegine, ionamin).

## **DEPRESSANTS**

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, staggering gait, and altered perception. Very large doses can cause 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 tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Some examples are Barbiturates (downers); Methaqualone (Qualude); Tranquilizers (valium, Librium).

### **HALLUCINOGENS**

Phencyclidine (PCP) interrupts the functions of the neocortex, 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.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders--depression, anxiety, and violent behavior--also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations.

Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD), mescaline, and psilocybin 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.

Sensations and feelings may change rapidly. 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.

Some examples are Phencyclidine (PCP); Lysergic Acid Diethylamide (LSD); Mescaline and Peyote (mesc, buttons, cactus); Psilocybin (magic mushrooms).

### **NARCOTICS**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Some examples are: Heroin (smack, horse); Methodone, Codeine (Tylenol w/codeine, codeine in cough medicines); Morphine (pectoral syrup); Opium (paregoric); Other Narcotics (Iomitol, Darvon, percodan).

### **DESIGNER DRUGS**

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and fainting. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusion, hallucinations, and impaired perception.

Some examples are Analogs of Fentanyl (china white); Analogs of Meperidine (synthetic heroin, PEPAP); Analogs of Amphetamines and Methamphetamines (EVE, Adam); Analogs of Phencyclidine (PCPY, PCE, TCP).

## **ANABOLIC STEROIDS**

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids are seldom prescribed by physicians today. Current legitimate medical uses are limited to certain kinds of anemia, severe burns, and some types of breast cancer.

Taken in combination with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. Because of these properties, athletes in a variety of sports have used steroids since the 1950s, hoping to enhance performance. Today, they are being joined by increasing numbers of young people seeking to accelerate their physical development.

Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior known as "roid rage" and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Signs of steroid use include quick weight and muscle gains (if steroids are being used in conjunction with a weight training program); behavioral changes, particularly increased aggressiveness and combativeness; jaundice, purple or red spots on the body; swelling of feet or lower legs; trembling; unexplained darkening of the skin; and persistent unpleasant breath odor.

Steroids are produced in tablet or capsule form for oral ingestion, or as a liquid for intramuscular injection.

## **PRESCRIPTION DRUGS**

Prescription drug abuse means taking a prescription medication that is not prescribed for you, or taking it for reasons or in dosages other than as prescribed. Abuse of prescription drugs can produce serious health effects, including addiction. Commonly abused classes of prescription medications include opioids (for pain), central nervous system depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). Opioids include hydrocodone (Vicodin®), oxycodone (OxyContin®), propoxyphene (Darvon®), hydromorphone (Dilaudid®), meperidine (Demerol®), and diphenoxylate (Lomotil®). Central nervous system depressants include barbiturates such as pentobarbital sodium (Nembutal®), and benzodiazepines such as diazepam (Valium®) and alprazolam (Xanax®). Stimulants include dextroamphetamine (Dexedrine®), methylphenidate (Ritalin® and Concerta®), and amphetamines (Adderall®).

Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Opioids can produce drowsiness, constipation and, depending on amount taken, can depress breathing. Central nervous system depressants slow down brain function; if combined with other medications that cause drowsiness or with alcohol, heart rate and respiration can slow down dangerously. Taken repeatedly or in high doses, stimulants can cause anxiety, paranoia, dangerously high body temperatures, irregular heartbeat, or seizures.

## **OVER THE COUNTER DRUGS (OTC'S)**

Abuse of some over-the-counter (OTC) drugs, such as cough and cold remedies has become common in the US, especially among teenagers. Many of these products are widely available and can be purchased at supermarkets, drugstores, and convenience stores. Many OTC drugs that are intended to treat headaches, sinus pressure, or cold/flu symptoms contain the active ingredient dextromethorphan (DXM) and are the ones that teens are using to get high. When taken in high doses, DXM can produce a "high" feeling and can be extremely dangerous in excessive amounts.

Over-the-counter drug abuse also occurs with laxatives, diuretics, emetics, and diet pills, as teens try to achieve an idealized weight. Young people may start taking just a few diet pills but then graduate to full addiction and dependence. Ephedrine, caffeine, and phenylpropranolamine are just some of the dangerous and addictive substances found in diet pills. Herbal, sometimes referred to as "natural", weight loss products can be just as dangerous as diet pills. All of these substances act as stimulants to the central nervous system and much like speed, can have serious and potentially fatal side effects.

## **DISCIPLINARY ACTIONS**

### **STUDENT BEHAVIOR CODE**

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval
12. Failure to comply with state immunization requirements
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or actions
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or use of a caustic substance (unrelated to course work)
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession or use, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the

influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

33. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
34. Profanity
35. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications
39. Truancy
40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product
41. Use, possession, or claimed possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
44. Vandalism
45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
46. Vulgarity
47. Willful damage to school property
48. Willful disobedience of a directive of any school official

Students suspended for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

### Dismissal of Students Because of Failure to Meet or Comply with Essential Course Requirements

The technology center's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours a part of and necessary to completion of many health care courses. When a student cannot complete essential course requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program. Students dismissed for reasons falling within this part of the policy, will have the same rights with regard to removal as adult students who violate the technology center's disciplinary code.

### Students Attending the Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by the technology center as a result of their eligibility established by terms of a federal or state program. In these instances the programs establish eligibility requirements as well as minimum standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal or removal shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

This information is intended to serve as a guideline for students and parents. Any questions should be referred to the Office of the Assistant Superintendent. For detailed information concerning the **NWTC SECONDARY STUDENT BEHAVIOR and ADULT STUDENT BEHAVIOR POLICIES, as well as, NWTC STUDENT SUSPENSION POLICIES, please see Section 10 of the NWTC Board of Education Policy Manual** available on our website at [www.nwtech.edu](http://www.nwtech.edu).

### **EMPLOYEE DISCIPLINE**

For detailed information concerning the **NWTC EMPLOYEE SUSPENSION AND DISMISSAL POLICIES, please see Sections 7 & 8 of the NWTC Board of Education Policy Manual** available on our website at [www.nwtech.edu](http://www.nwtech.edu).

### **LEGAL SANCTIONS**

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Federal law provides severe penalties for distributing, dispensing or possessing with the intent to distribute or dispense a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quality of the drug, whether the convicted person has any prior convictions and whether death or previous injury resulted from use of the drug in question, all affect the sentence.

This, however, is not a factor in a case of simple possession. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than five years, a fine of \$250,000 or both. If, however, 50-100 kilograms of marijuana are involved, all other factors are the same as in the preceding example. You are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use. Then you are subject to not less than 20 years of life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000 or both. With regard to simple possession, the number of convictions makes both the minimum periods of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least five years in prison and not more than 20 years, a fine of \$250,000 or both.

State law provides similar penalties with regard to the simple possession, distribution or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to one year in the county jail. A second or subsequent conviction for simple possession of marijuana carries a two to ten years in the state penitentiary. Possession of marijuana with intent to distribute is a felony and carries a punishment of two years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of four years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, intent to consume 3.2 beer by someone under 21 years of age in a public place is a misdemeanor punishable by a fine not to exceed \$100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years of age in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstance, you may be convicted of a felony or misdemeanor for such an offense. Most likely you will also forfeit your driving privileges in the event you are convicted of such an offense. There are also county and city laws similar to those described above. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record, which could prevent you from entering many careers or obtaining that badly wanted job.

1. "Illicit drug use" is defined as the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids.
2. Cocaine, marijuana, opiates, amphetamines and any other designated substances as set forth in Section 202 of the Controlled Substance Act (21 U.S.C., Sec. 812).
3. Cocaine, marijuana, opiates, amphetamines and any other drug or substance as set forth in Schedule I through V of the Uniform Controlled Dangerous Substance Act, 63 O.S. 1981, Sec. 2-101, et seq., as amended.

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for a second and subsequent offenses.  
Ineligible to receive or purchase a firearm.

Revocation of certain Federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

## **FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

A student that is convicted of any drug offense during a period of enrollment for which the student is receiving Federal Title IV Pell Grant aid, under any federal or state law involving the possession or sale of illegal drugs, will lose eligibility for any federal financial aid. For students that have lost eligibility, the Northwest Technology Center Financial Aid Office will provide a separate, clear, and conspicuous notification of Title IV eligibility loss, along with advisement on how eligibility may be regained. A student who has been convicted of drug related offenses that occurred while receiving Title IV aid may not be eligible to receive additional federal financial aid for a period of time. All financial aid students receive a separate written notice of the NWTC Drug Free School Policy. Please see the Financial Aid Director for further information.

## **GRIEVANCE AND APPEAL PROCESS**

Information concerning Grievance Procedures and the Student Discipline Appeal Procedures can be found in the Northwest Technology Center Student Handbook. For detailed information regarding all **NWTC POLICIES**, please see the **NWTC Board of Education Policy Manual** available on our website at [www.nwtech.edu](http://www.nwtech.edu).

## **REFERRAL AGENCIES FOR SERVICES, SUPPORT, AND REHABILITATION**

Northwest Technology Center does not endorse private or commercial products or services. The sources of information listed herein are intended only as a partial listing of the resources that are available to you the reader. Readers are encouraged to research and inform themselves of the services, relating to drug and alcohol abuse that are available to them. Readers are encouraged to visit their public library to find out more about the dangers of drug and alcohol abuse, or to call local, state, or national hotlines for further information, advice, or assistance.

### **American Cancer Society National Hotline**

1-800-733-9888  
Services: Drug and housing assistance; medical equipment  
Fee: None

### **Area Agency on Aging/Northern Oklahoma Development Authority**

1216 W. Willow  
Enid, OK 580-237-2236  
Services: Programs to help improve quality of life and wellness for the elderly  
Fees: None

### **Department of Human Services Juvenile Services Unit**

1425 N. Main  
Fairview, OK 580-227-3759  
Service: Self-esteem, career, probation, and anti-recidivism counseling  
Fee: None

### **GED Classes (Adult Basic Education)**

Northwest Technology Center – Fairview Campus  
801 Vo-Tech Drive  
Fairview, OK 580-227-3708  
Service: Assistance in studying to obtain GED certification  
Fee: None

### **Integriss Bass Adult Behavioral Health**

402 S. 3rd  
Enid, OK 580-242-7713  
Services: Psychiatric Counseling  
Fee: Sliding scale

### **Integriss Meadowlake Hospital**

2216 S. Van Buren  
Enid, OK 580-234-2220  
Services: Out-patient chemical dependency counseling (child and adult)  
Fees: Varies

### **Lighthouse**

5050 Williams Ave.  
Woodward, OK 580-256-9700  
Services: Alcohol and Chemical Dependency Counseling (Adult)  
Fees: Sliding Scale

### **Major County Health**

501 East Broadway  
Fairview, OK (580) 227-3362  
Services: General preventative health care  
Fees: Varies according to program

**Youth and Family Services**

2925 North Midway

Enid, OK

580-233-7220

Services: Psychological testing and evaluation; Individual, family, marriage and Grief counseling, anger management

Fees: sliding scale

**Northern Oklahoma Development Authority (NODA)/WIA**

Enid, OK

1-800-749-1149

Services: A federally funded program designed to put students to work

Fees: None

**Northern Oklahoma Development Authority (NODA)/WIA**

Woodward, OK

580-256-3308

Services: A federally funded program designed to put students to work

Fees: None

**Northwest Behavioral Center for Health**

Woodward, OK

580-256-8615

Alva, OK

580-327-1112

CRISIS HOTLINE: 1-800-545-0518

Services: Individual and family counseling; day treatment program

Fees: Sliding scale

**Opportunities, Inc., Behavioral Care Services**

Watonga, OK

580-623-2545

Services: Residential treatment; out-patient services; DUI school, half-way house; evaluation; and family counseling.

Fees: Sliding scale

**Vocational Rehabilitation**

Alva, OK

(580)327-1214

Services: A program sponsored by the DHS that helps pay educational expenses for qualifying individuals

Fees: None

**TOLL-FREE INFORMATION**1-800-NAA-CALL - National Council on Alcoholism Information [www.niaaa.hih.gov](http://www.niaaa.hih.gov)

The National Council on Alcoholism, Inc., is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. It provides information about NA's state and local affiliates' activities in their areas. Also provides referral services to families and individuals seeking help with an alcohol or other drug problem.

1-800-522-2922 - Department of Human Services, Child Protective Services/Child Welfare

Investigation of reports of child abuse and neglect, including protecting children through court involvement; child abuse prevention and treatment services; foster care and adoption services; counseling/education for young, unmarried parents.

Student and Employee Awareness Programs will include speakers, videos, posters and brochures. Northwest Family Services Center will be instrumental in presentations to the entire student body and all employees.

## **SOURCES OF FREE CATALOGS OF ALCOHOL AND OTHER DRUG USE PUBLICATIONS**

1-800-328-9000 – Hazelden Educational Materials

A source of pamphlets and books on drug use and alcoholism and curriculum materials for drug prevention.

1-800-527-5344 – American Council on Alcoholism

A source for pamphlets, booklets, and fact sheets on alcoholism and drug use.

1-301-468-0985 – National Association for Children of Alcoholics

A source for books, pamphlets, and handbooks for children of alcoholics. Conducts regional workshops and provides a directory of local members and meetings.

## **NON-DISCRIMINATION STATEMENT**

There will be no discrimination by the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to community groups for utilization of facilities. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

The persons designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity are the assistant superintendents and counselors at each site. Contact information:

Daren Slater/Karen Koehn, Alva Campus  
Title IX/Section 504 Compliance Coordinators  
Northwest Technology Center  
580-327-0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Colt Shaw/Jane Harris, Fairview Campus  
Title IX/Section 504 Compliance Coordinators  
Northwest Technology Center  
580-227-3708  
801 Vo-Tech Drive  
Fairview, OK 73737

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Superintendent  
Northwest Technology Center  
580-327-0344  
1801 11<sup>th</sup> Street  
Alva, OK 73717

Outside Assistance may be obtained from:

U.S. Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
(816) 268-0550 (877) 521-2172 (TTY)  
(816) 268-0599 (Fax)  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

**This notice is available in additional alternative formats upon request.**

