



**2024-2025**

**Drug Free School and  
Workplace Handbook**

**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".

NWTC conducts a biennial review of the NWTC drug and alcohol abuse program to determine the program's effectiveness and any needed changes, the number of violations, the number and type of sanctions imposed, and to ensure that those sanctions are consistently enforced.

## **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 refer to the NWTC Board of Education Policy Manual** available in the Assistant Superintendent's Office on each campus.

**This handbook is available in the Central Office, Counselor's Office, Financial Aid Office, and online at <https://nwtech.edu/student-services/student-policies-handbooks>.** 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 Workplace 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 <https://nwtech.edu/student-services/student-policies-handbooks>. A list of referral agencies can be found at the end of this handbook and at <https://findtreatment.gov/>.

## **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, vaping, and the use of tobacco products or vapor 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 or vapor products by minor students on school property is prohibited. This policy also applies to students and staff at any off-site, school sponsored meeting or event, including, but not limited to, field trips and athletic events.

"Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article, expressly including lighted marijuana and active vaporizing devices. 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 vapor products as defined in this policy.

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and, lighters

"Vapor product" includes noncombustible products that may or may not contain nicotine that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor product" shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor product" does not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

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 or vapor 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, pursuant to the board's policies regarding student discipline.

### **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 or vapor 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 in the Assistant Superintendent's Office on each campus.

## **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 Stimulants (Ritalin, cyllert, 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 (Iomotil, 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.

## **MEDICAL MARIJUANA, HEMP, & CANNABIDIOL (CBD) POLICY**

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the technology center or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the technology center and in school vehicles; going to and from and attending technology center sponsored functions, events, and athletic activities, including those technology center sponsored functions, events and/or athletic activities which occur in a location other than the premises of the technology center; utilizing technology center equipment or transportation; and in any other instance in connection with the technology center where the technology center reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the technology center will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

### **A. Definitions**

The following definitions shall apply:

1. **Marijuana**: all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin (except cannabidiol made from hemp which meets the definition of "HempCannabidiol" as defined below). The term "marijuana" shall not include any federal Food and Drug Administration-approved cannabidiol medication.
2. **Hemp Cannabidiol ("Hemp CBD")**: a nonpsychoactive cannabinoid made from hemp that has a tetrahydrocannabinol concentration of not more than three-tenths of one percent (0.3%).
3. **Hemp**: the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.
4. **THC**: tetrahydrocannabinol.

The terms "marijuana" and "possession of marijuana" will be interpreted by the technology center in accordance with state and federal law. Any conflict between state and federal law as to the definition or treatment of "marijuana," "possession of marijuana," "hemp" or "cannabidiol" will be interpreted in accordance with the circumstances and proper legal authority.

B. Nondiscrimination

There will be no discrimination in the technology center because of an individual's status as a medical marijuana license holder.

C. Hemp and Hemp Cannabidiol (Hemp CBD)

1. Regulation: Hemp CBD is regulated differently than marijuana under both state and federal law. Possession and administration of Hemp CBD shall be treated differently based on the concentration of THC in the Hemp CBD. In no instance will this section be construed to apply to a substance that (1) is not made from hemp or (2) contains more than 0.3% THC.

a. Hemp CBD Containing 0.0% THC

(1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the technology center may possess and self-administer Hemp CBD containing 0.0% THC on the premises of the technology center. However, employees or non-student individuals must be able to certify, upon request, that the Hemp CBD contains 0.0% THC at the time of possession and/or self-administration via a reliable product label. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2) Students: A parent or legal guardian of a student may administer Hemp CBD containing 0.0% THC to the student in accordance with this policy. Hemp CBD containing 0.0% THC may only be administered to a student in an area designated by the technology center's personnel. The parent, legal guardian must certify that the Hemp CBD contains 0.0% THC via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the technology center's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by a parent or legal guardian each semester. After the parent or legal guardian of the student has administered the Hemp CBD containing 0.0% THC to the student, the parent or legal guardian must remove the Hemp CBD from the technology center's premises.

b. Hemp CBD Containing 0.3% THC

(1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the technology center may possess and self-administer Hemp CBD containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the technology center provided they meet one of the following:

- (a) The employee or individual who is not a student is a medical marijuana license holder; or
- (b) The employee or individual who is not a student has a written certification from a physician licensed in Oklahoma that the employee or individual that is not a student has been diagnosed by a licensed physician as having one of the following:
  - i. Lennox-Gastaut Syndrome;
  - ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
  - iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
  - iv. Spasticity due to multiple sclerosis or due to paraplegia;
  - v. Intractable nausea and vomiting; or
  - vi. Appetite stimulation with chronic wasting diseases.

Employees or non-student individuals must be able to verify, upon request, (1) that they meet an exception listed above, and (2) that the Hemp CBD contains no more than 0.3% THC at the time of possession and/or self-administration, via a reliable product label or a physician's certification. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2) Students: Students of the technology center may not possess and/or self-administer Hemp CBD containing THC in an amount no greater than 0.3%. However, the parent, legal guardian or

caregiver (as defined in 63 O.S. §420A) of the student may administer Hemp CBD containing THC in an amount no greater than 0.3% on technology center premises in accordance with this policy if the student meets one of the following exceptions:

- (a) The student is a medical marijuana license holder; or
- (b) The parent, legal guardian, or caregiver of the student has a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:
  - i. Lennox-Gastaut Syndrome;
  - ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
  - iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
  - iv. Spasticity due to multiple sclerosis or due to paraplegia;
  - v. Intractable nausea and vomiting; or
  - vi. Appetite stimulation with chronic wasting diseases.

The physician's written certification must also provide that the Hemp CBD being administered to the student has a THC level of not more than 0.3% and the Hemp CBD was delivered to the student, parent, or legal guardian in a liquid form.

The parent, legal guardian, or caregiver may administer Hemp CBD containing THC in an amount no greater than 0.3% to the student in an area designated by the technology center's personnel. The parent, legal guardian, or caregiver must certify that the Hemp CBD contains THC in an amount no greater than 0.3% via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the technology center's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by the parent, legal guardian, or caregiver each semester. After the parent, legal guardian or caregiver of the student has administered the Hemp CBD to the student, the parent, legal guardian or caregiver must remove the Hemp CBD from the technology center's premises.

- 2. Administration by School Personnel and Storage: In no instance will a technology center employee administer Hemp CBD to a student, unless they are the parent, legal guardian, or caretaker for that student. The technology center will not maintain or store a student's Hemp CBD for any length of time.
- 3. Violations: In the event that a student, employee, parent or any individual is found to have violated the technology center's policy regarding Hemp CBD possession and/or self-administration, the technology center will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

D. Overlap with Other Technology Center Policies

The technology center recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and hemp affect many areas of the technology center's current policies regarding employees, students, parents and individuals on technology center premises or attending technology center events. The technology center will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the technology center will consider and/or examine technology center policies in order to assess whether revisions, if any, may be needed to a technology center policy in order to comply with state and federal law.

E. Employees

Employees of the technology center are expected to comply with state and federal law at all times as a term of their continued employment with the technology center. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or

ammunition. *See* 18 U.S.C. § 922(g)(3); *see also* Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees(<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

F. Prescription Medications

This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self-administered by students. These medications must be stored in technology center offices and may be administered by the school nurse or other designated technology center personnel in accordance with the technology center's policy on Administration of Medicine.

## **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 of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
  31. Possession, without prior authorization, of a wireless telecommunication device
  32. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
  33. 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.
  34. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
  35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
  36. Profanity
  37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
  38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
  39. Theft
  40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications
  41. Truancy
  42. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*
  43. 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 and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
  44. 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
  45. Using racial, religious, ethnic, sexual, gender or disability-related epithets
  46. 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

47. Vandalism
48. 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
49. Vulgarity
50. Willful damage to school property
51. 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 in the Assistant Superintendent's Office on each campus.

## **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 in the Assistant Superintendent's Office on each campus.

## **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**

### **Drug Law Violations**

Beginning with the 2023-2024 Free Application for Federal Student Aid (FAFSA), drug convictions no longer affect your federal eligibility. Your eligibility won't be suspended even if the offense occurred while you were receiving federal student aid. **However, per NWTC board policy, students in violation of NWTC Drug Free School Policy will result in imposition of disciplinary measures, pursuant to the technology center's policy on student behavior. And, student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.** 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 in the Assistant Superintendent's Office on each campus.

## **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. <https://findtreatment.gov/>

### **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:

Discrimination and Title IX Coordinator  
Colt Shaw, Assistant Superintendent  
Northwest Technology Center  
801 S. Vo-Tech Drive  
Fairview, OK 73737  
580.227.3708  
[cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)

Deputy Discrimination and Title IX Coordinator  
Dr. Jeremy Eaton, Assistant Superintendent  
Northwest Technology Center  
1801 11<sup>th</sup> Street  
Alva, OK 73717  
580.327.0344  
[jeaton@nwtech.edu](mailto:jeaton@nwtech.edu)

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.**

# NOTICE OF AVAILABILITY OF CONSUMER INFORMATION



## 2024-2025 ANNUAL NOTICE

### Required Disclosures of Student and Employee Consumer Information

Contact Campus Office for a paper copy of the Student Handbook. Contact Financial Aid for a copy of the *Financial Aid Policies & Procedures, Student Consumer Information Handbook*, program brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director – Asst. Superintendent for questions concerning FERPA.

\*Northwest Technology Center prohibits misrepresentation of program content, outcomes, certifications/licensures, and admissions. Northwest Technology Center also prohibits misrepresentation of financial aid opportunities, procedures, eligibility, or award.\*

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information*
<p><b>What:</b> <b>Institutional Information (668.43)</b></p> <p>Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy</li> <li>• Requirements for officially withdrawing from school</li> <li>• Requirements for return of Title IV, HEA grant or loan aid</li> <li>• Information regarding the programs, institutional facilities and faculty</li> <li>• Entities that accredit, license, or approve the school and its programs and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• U.S. Dept of Ed's College Opportunities website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Click on IPEDS School Search for Northwest Technology Center</li> <li>• <a href="http://www.nwtech.edu">http://www.nwtech.edu</a></li> </ul>
<p><b>What:</b> <b>Financial Assistance Information (668.42)</b></p> <p>Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award</li> <li>• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Financial Aid Policies &amp; Procedures Handbook</li> <li>• <a href="http://www.nwtech.edu">Studentaid.ed.gov</a></li> <li>• <a href="http://www.nwtech.edu">http://www.nwtech.edu</a></li> </ul>
<p><b>What:</b> <b>Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99</b></p> <p>Upon Request</p> <p><b>To:</b> Enrolled Student Parents of Enrolled Students under the age of 18</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>• Right to consent to disclosure of personally identifiable information contained in student's education records</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under 34 CFR, Part 99 without prior consent</li> </ul>	<p>Student Handbook <a href="https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/">https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/</a></p> <ul style="list-style-type: none"> <li>• Board of Education Policy and Procedures Manual</li> </ul>
<p><b>What:</b> <b>Completion/Graduation Rate and Transfer-Out Rate (668.45)</b></p> <p><b>When:</b> Annually by July 1</p> <p>Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of program) for graduation or completion</li> <li>• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours</li> <li>• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a></li> <li>• Northwest Technology Center website at <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> </ul>
<p><b>What:</b> <b>Campus Security Report (668.46)</b></p> <p><b>When:</b> Annually by Oct. 1</p> <p>Upon Request</p> <p><b>To:</b> Enrolled Students Current Employees Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson</li> <li>• Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability)</li> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations</li> <li>• Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>• Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> <li>• Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses.</li> </ul>	<p>Student Handbook <a href="https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/">https://nwtech.edu/student-services/student-policies-handbooks-consumer-info/</a></p> <ul style="list-style-type: none"> <li>• U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a></li> <li>Search for Northwest Technology Center.</li> <li>• Northwest Technology Center website at <a href="http://www.nwtech.edu/">www.nwtech.edu/</a></li> </ul>



Additional Student and Employee Consumer Information	Where to Find
College Navigator Website	U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Northwest Technology Center
Student Body Diversity	U.S. Dept of Ed's College Navigator website: <a href="https://nces.ed.gov/collegenavigator/?q=northwest+technology+Center&amp;s=all&amp;id=366623">https://nces.ed.gov/collegenavigator/?q=northwest+technology+Center&amp;s=all&amp;id=366623</a> Search for Northwest Technology Center
Net Price Calculator	<a href="https://nwtech.edu/student-services/financial-aid-tuition/">https://nwtech.edu/student-services/financial-aid-tuition/</a>
Text Book Information/information for College Bookstores	U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Northwest Technology Center
Transfer of Credit/Articulation Agreements	Student Handbook
Vaccination Policy	Student Handbook Practical Nursing Handbook Paramedic Handbook
National Student Loan Data System (NSLDS)	<a href="http://www.nsls.ed.gov/nslds_SA/">http://www.nsls.ed.gov/nslds_SA/</a>
Voter Registration	Applications are located from Career Counselors on both campuses or online at <a href="#">Register to Vote (oklahoma.gov)</a> Applications are given to students at Orientation
Drug and Alcohol Prevention Information	Board of Education Policy and Procedures Manual Student Handbook
Copyright Infringement	Board of Education Policy and Procedures Manual Student Handbook
Penalties for Drug Law Violations	Board of Education Policy and Procedures Manual Student Handbook
Internet Use Policy	Board of Education Policy and Procedures Manual Student Handbook
Absence Policy	Student Handbook
Gainful Employment Disclosures	Northwest Technology Center's website at <a href="http://www.nwtech.edu/gainful-employment/">www.nwtech.edu/gainful-employment/</a>
GED Prep Course	Contact Northwest Technology Center 580-327-0344 or 580-227-3708

#### NOTICE OF NONDISCRIMINATION

**Non-Discrimination.** Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Northwest Technology Center, 1801 11<sup>th</sup> St., Alva, OK, or Northwest Technology Center, 801 Vo-Tech Drive, Fairview, OK.

Title IX Coordinator/Compliance Officers  
Alva campus— Dr. Jeremy Eaton at 580.327.0344  
Fairview campus—Colt Shaw at 580.227.3708

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como, así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Northwest Technology Center, 1801 11<sup>th</sup> St., Alva, OK, or Northwest Technology Center, 801 Vo-Tech Drive, Fairview, OK.

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Alva campus— Dr. Jeremy Eaton at 580.327.0344  
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Revised by the Financial Aid Director 3-27-2024