



Kip Crain, Ph.D., Superintendent
Mary A. Workman, Treasurer
Lynn R. Moomaw, Director

518 West Prospect Street
Smithville, Ohio 44677

Adult Education: 330-669-7070
Adult Ed Fax: 330-669-7071
High School: 330-669-7000
Website: www.wcsc.org

Welcome to Adult & Community Education

We thought it would be helpful for you to have a few details about the school to make the most of your experience as a student here:

FOOD

The Adult Commons is open from 8:00 AM to 8:30 PM in the Adult Education Center. A beverage machine, refrigerator and microwave are available for your convenience.

The Snack Shack is housed in the Main Commons and is open 3:00-8:00 pm Monday through Thursday. You can purchase snacks, meal items, and beverages. The Snack Shack is open during the day as well—if it is not staffed when you would like to make a purchase please find Pam the Cafeteria Manager, she will be able to assist you.

The Cafeteria is located at the top of F wing or front and center of the main building. The school cafeteria serves lunches daily when the High School students are in session. Adults may purchase a lunch for \$3.25. Lunches are served from 10:40-12:30.

REST ROOMS

Check the building map located in each room by the exit for rest room locations nearest your classroom.

SAFETY DRILLS

As a school we are required to perform specific drills throughout the year. You may experience a Fire Drill, Tornado Drill, or Lock Down Drill throughout your training. Everyone in the building is required to participate. Your instructor will guide you through the drill.

CERTIFICATES

Certificates of completion are awarded to each student who attends 80 percent of scheduled classes of at least five hours duration and satisfactorily completes the required coursework. Additional copies of certificates and transcripts are available from the Adult Education Office at \$3 per copy.

SCHOOL CLOSING DUE TO BAD WEATHER

The district offices are not staffed during school closings, please monitor the media listed below.

- Radio stations, WKVX-AM 960 and WQKT-FM 104.5 or website: wqkt.com
- FOX 8 WJW television station or their website: fox8.com
- You may also register for text alerts through Remind—see the office for detailed directions.

SUPPORT STAFF

Our office staff can either provide you with the assistance you need or connect you with the right person.

Carolyn Goodrich Monday-Friday Daily until 4:00

Connie Engman Monday-Thursday 1:30-8:30

You can reach the office staff by calling: 330-669-7070 ext. 1320