



# Annual Security Report

# 2018

The Jeanne Clery Campus Security Act and Drug Free  
Schools and Campuses Regulations



November 13, 2018

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## **Introduction**

WCSCC prepares this safety report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding WCSCC. Each entity provides relevant statistics to comply with the Act.

Crime statistics reported include those reported to local administration and police departments. Each year students are sent an email notification providing access to the crime statistics. In the event that a situation arises at Wayne County Schools Career Center, that, in the judgment of the administration constitutes an ongoing or continuing threat, a student wide timely warning will be issued through: Remind, and other sources of media transmission.

## **The Clery Act**

The safety of students, staff and visitors is an important concern of Wayne County Schools Career Center. This report is intended to raise your awareness and provide you with information to protect your safety and well-being.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formally known as the Crime Awareness and Campus Security Act requires postsecondary institutions to disclose and publish an annual security report. The annual Security Report is published every year by October 1st and contains three years of campus crime statistics and campus security policy statements in accordance with the Clery Act. In addition, it includes reported campus crimes, arrests and referral statistics to local law enforcement agencies and designated campus officials.

Wayne County Schools Career Center does not have on or off campus housing nor does it have student organizations. Therefore, no crime statistics or policies pertaining to such are included in this report.

## Important Phone Numbers

For all life-threatening emergencies DIAL 9-1-1

Non-emergency:	Smithville Police Department	330-669-3471
Office of Emergency Management		330-262-9817
American Electric Power		1-888-710-4237
Dominion East Ohio Gas - Daytime		330-262-8010
Dominion East Ohio Gas – 24 hours		1-877-542-2630
Water-Sewer Department		330-669-2633
Wayne County Health Department		330-264-9590
OSHA (Occupational Safety & Health Administration)		1-800-321-6742
Poison Control		1-800-222-1222

Staff: 330-669-7070

Adult Education Office	1320
Director of Operations	6001
Maintenance Supervisor	5010
School Nurse	1110
Superintendent	6160
Supervisor of Nursing & Career Tech	1322
Supervisor of Trade and Industry	1022

Please Note:

- 1- To make an outgoing call from a school phone, you must first dial 8.
- 2- When dialing 911 from a school phone, it is not necessary to dial 8 first.
- 3- When dialing 911, it is recommended to use a landline when possible because a dispatcher can easily determine your location which results in a much quicker intervention.

## **WCSCC Security Personnel**

Day:

Wayne County Schools Career Center has an assigned School Resource Officer and a Safety Security Monitor on site during the day.

Evening:

An evening coordinator serves in the role of security for all evening classes. We have the direct support from our local Police Department for any situations that may arise.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators")

Matt Brown, Building Principal, 330-669-7000, [mbrown@wcsc.org](mailto:mbrown@wcsc.org)

Lynn Moomaw, Director of Operations, 330-669-7000, [lmoomaw@wcsc.org](mailto:lmoomaw@wcsc.org)

### **The Role of the WCSCC Safety and Security Committee**

WCSCC Safety and Security Committee is chaired by the High School principal. Safety and security procedures are reviewed and discussed at regularly held meetings. The committee is comprised of administrators and selected staff.

- Assisting with the development of our security plans.
- Ongoing assessments of our current security procedures and recommendation of ways to improve.
- Sharing important security concerns between the community and the Career Center.
- Arranging for the participation of emergency personnel in our safety drills.
- Discussing available options for safety and security training for staff.

## **Safety and Security Tools**

Campus security has become a major concern for many people across the nation, including but not limited to: school staff and administration, students and their parents, law enforcement agencies and government officials. Everyone shares the same concern and the same goal. The concern is, a life-threatening emergency taking place in a school building or on campus, and the goal is, to be better prepared if it ever happens.

At Wayne County Schools Career Center, we realize that an emergency situation can occur at any given time without a prior warning. Therefore, we continually perform security assessments in order to determine where we stand and what needs to be improved. Below are examples of the tools and measures that we have in place to help us achieve and maintain the highest level of security:

### a) Surveillance system:

- All building and campus activities are monitored and recorded 24 hours a day, 7 days a week.
- Recordings are saved and can be retrieved when necessary.

### b) Access Control System:

- A state-of-the-art electronic door locking system is installed and active.
- Entry doors to the building and certain office areas automatically lock and unlock according to a preset time schedule.
- Doors that are programmed to remain locked require a key fob (key card) with the proper access level for entry.
- All key fob activities are recorded and a card history report with specific data can be generated when necessary.
- In the event of an emergency situation in which a lockdown becomes necessary, the building can be secured with the push of a button.

### c) Emergency Procedures Reference Guide:

- An emergency preparedness guide has been developed, and is continually evaluated and updated.
- This guide has been designed to identify various security threats and to assist staff and administration in handling and/or reacting to them.
- A copy of this guide has been distributed to all staff and local law enforcement agencies. In addition, an online copy of this guide is currently available on our website [www.wcsc.org](http://www.wcsc.org)

d) Drills:

- At Wayne County Schools Career Center, we conduct various safety drills regularly; Fire, Tornado, Lockdown...etc.
- We encourage the participation of our local Police and Fire departments in our safety drills as we believe it is extremely important for the emergency first responders to be familiar with our building.
- Wayne County Schools Career Center has adopted the A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) concept in an active shooter emergency situation and all of our staff members have received the proper training associated with it.
- Upon completion of each safety drill, instant feedback is given by staff and administration. This feedback is a vital for the purpose of our ongoing security assessment and evaluation process.

e) Fire and Burglar Alarm System

We have a Fire Alarm system, made by Siemens with an Intelligent addressable fire alarm control panel. We also have addressable Thermal (heat) and Photoelectric smoke detectors. Our burglar system is called Entrapass by Kantech. The system has magnetic relays at the main doors and overhead doors. We have motion detectors throughout the building. We have 117 alarm points monitored 24/7 by Silco fire and security.

f) AED's, Fire Extinguishers:

There are several Automated External Defibrillators (AED's) and fire extinguishers at Wayne County Schools Career Center. They are strategically placed throughout the building.

g) Hazardous materials:

- All labs are equipped with eye-wash stations and first aid kits are assigned by program.
- An up-to-date MSDS (Material Safety Data Sheet) binder is placed in all areas in which chemicals/hazardous materials are used.
- All classrooms and labs in our Health Department have sharps containers for the safe disposal of needles and other sharp objects.

### **Medical Emergencies Reporting Procedure**

School Nurse (Days Only): The school nurse is able to respond to various medical emergencies when needed. The school nurse will generally assess the extent of the emergency in order to decide whether on site treatment is possible or if further evaluation is required by a physician.

Evening –the Evening Coordinator will contact a registered nurse or EMT on staff to assist in assessing the situation.

ALL MEDICAL EMERGENCIES OF SERIOUS NATURE:           DIAL 911

### **Reporting of Crimes**

WCSCC expects all students to follow school policies and state laws. Any infraction is expected to be reported promptly. As adults and contributing members of society the expectation is that students and staff will conduct themselves in a way to promote campus safety. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside the building should be reported immediately. Students and staff will be made aware of resources related to Campus Safety and Security at Orientations. Students may report crimes directly and voluntarily to any district administration personnel but first attempt to report the crime should be to their program supervisor:

- Lynette Boggs: Trade and Industry
- Sandy Elliott: Office, Dental Assisting, Nursing, Medical Assisting, Phlebotomy, General Interest, Public Safety, and Literacy Education Programs

WCSCC encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Please note: Police reports are public records under state law, WCSCC and local police departments cannot hold reports of crime in confidence.

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the Compliance Officer (CO) within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Supervisor believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Supervisor shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the

Supervisor shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Supervisor informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

## **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

## **Informal Complaint Procedure**

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against

with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy [2260](#) – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move

to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Supervisor, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Director, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to

have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Non- Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant,

Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to

disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate,

threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate

### **Dissemination of Emergency Situations to Staff, Students, and Public**

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported to any available staff member, who will report the incident to the supervisor on duty. All emergencies and criminal activities will be reported to the Director of Adult & Community Education and to the Superintendent. Appropriate authorities will be contacted immediately.

At times it may be necessary to alert student and staff of specific situations; below are examples of several mass notification methods used by Wayne County Schools Career Center:

- Remind: This service sends out important messages to registered recipients quickly and effectively.

- PA (Public Address Announcer): This method is used to communicate important messages internally. Announcements can be made via a designated microphone located in the main office or by using classroom or office telephones.
- Website: School officials use this method when they need to disseminate urgent messages or updates to a larger population.
- Local Media: This method is usually utilized when major announcements or emergency-related updates of utmost importance are intended to reach a much larger population.

### **Sexual Offense Policy/Procedure**

Harassment is prohibited. Any harassment is to be reported immediately to a supervisor or other member of Adult & Community Education Administration.

All forms of sexual offenses are not tolerated and are taken very seriously by Wayne County Schools Career Center's Administration. Allegations of sexual assaults will be promptly investigated and an appropriate action will be taken against the offender.

Being a victim of a crime can have devastating effects on any individual. A victim's physical and emotional trauma resulting from a sexual assault can last a lifetime. Therefore, preventing sexual assaults from occurring is a high priority. In an effort to prevent such crimes, Wayne County Schools Career Center raises awareness of sexual misconduct, harassment and other sexual-related crimes among students and employees.

Although Wayne County Schools Career Center does not provide on or off-site specialized counseling services to sexual assault victims, the Adult Education Student Advisor can provide victims with a professional referral.

a- Steps for Reporting Sexual Assault on Campus:

If you become a victim of a sexual assault on campus, immediately seek shelter in a safe location then report the incident to the Police and school administration.

Below are the recommended steps of action for reporting a sexual assault:

- Get to a place of safety.
- Obtain necessary medical treatment.
- Report the incident in a timely manner to campus security and the local Police. (Time is a critical factor for evidence collection and preservation).

Reporting a sexual assault incident to the Police is at the discretion of the victim. However, filling a Police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later (Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Wayne County Schools Career Center will fully cooperate and assist law enforcement agencies with any investigation related to sexual assault crimes occurring on campus.

b- Special accommodations for victims of domestic violence, dating violence, sexual assault, or stalking:

Protecting the safety and wellbeing of everyone on campus is a priority of Wayne County Schools Career center. Some types of incidents, especially domestic violence, dating violence, sexual assault, and stalking may require special arrangements by the school to ensure the safety of the victims or potential victims while on campus.

Wayne County Schools Career Center can facilitate changes to the victim's academic and/or daily working conditions. For instance, security escorts can be

provided to the victim in the building and on grounds when requested. Adjustments may also be made to the victim's class schedule and/or externship. In some cases, security personnel and school administration are alerted when there is an active court-ordered protection order involving a student or an employee. This information can assist in preventing potential crimes.

### **Campus Safety**

Large, well-lit parking lots are provided. All exterior doors to the main building are locked from 8:30 a.m. through the remainder of the day during the school year when the high school is in session.

### **Campus Security and Emergency Procedures**

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported to any available staff member, who will report the incident to the supervisor on duty. All emergencies and criminal activities will be reported to the Supervisor of Adult & Community Education and to the Superintendent. Appropriate authorities will be contacted immediately. WCSCC maintains a close working relationship with the Smithville Police Department. A Resource Officer from the Police Department is assigned to WCSCC, and on-duty officers routinely patrol the WCSCC grounds. Students will be notified of emergencies per the WCSCC Health and Safety Plan, which may be viewed at <http://www.wayne-jvs.k12.oh.us/sites/wayne-jvs.k12.oh.us/files/files/Adult%20Ed/PDFs/health%20and%20safety3-17.pdf> . For student information, a list of registered sex offenders may be viewed at the Wayne County Sheriff's website, <http://www.waynecountysheriff.com/sexoffender.htm>

### **Firearms, Knives, and Other Dangerous Weapons**

It is illegal in the state of Ohio to possess any type of a firearm in or on the buildings or grounds of any school. This prohibition includes the conveyance or possession of any dangerous ordnance or any object indistinguishable from a firearm. For more information, please refer to “ORC 2923.122 Illegal conveyance or possession of deadly weapon or dangerous ordnance or of object indistinguishable from firearm in school safety zone”. Students are prohibited from bringing firearms, knives, or other dangerous weapons (such as razors, explosives, poisons, gases, drugs, etc.) on school property, in school vehicles, to school-sponsored activities, or on any other property which is used by the Board. Students bringing a firearm, knives, or other dangerous weapons will be dismissed immediately. WCSCC has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

### **Alcohol and Drug Prevention Policy**

Education is the key to success, as your support team while you are completing your technical training, we feel it is important for us to make you aware of the impact Drugs and Alcohol can have on your employment. Alcohol and drug use among employees and their family members can be an expensive problem for business and industry, with issues ranging from lost productivity, absenteeism, injuries, fatalities, theft and low employee morale, to an increase in health care, legal liabilities and workers’ compensation costs. We want to provide you with resources to be successful therefore this handout has been prepared to educate you on various drug related issues.

Drug Facts, Trends and Statistics (Please refer to the online version of the handbook for active links)

[Marijuana](#)  
[Cocaine](#)  
[Heroin](#)  
[Drugged Driving](#)  
[Nationwide Trends](#)  
[National Overdose Deaths from Prescription Drugs 2001-2014](#)  
[Drug and Alcohol Use in College Age Adults 2015 Info](#)

[National Institute on Drug Abuse \(NIH\)](#)

True Stories of Addiction

[Miles Story](#)  
[I thought I knew](#)  
[Ted - Ex Heroin Addiction Recovery and No Shame Real Life Stories on Drug Addiction](#)  
[From Hopkins to Homeless: My True Story of Prescription Drug Addiction](#)

Substance Abuse and Addictions - Support and Local Treatment Programs

[211](#)  
[ANA-ZAO](#)  
[OneEighty](#)

Wayne County Schools Career Center is proud to be a “Drug free” campus and complies with: the Drug Free Work Place Act and the Drug Free Schools and Campuses Act. In an effort to prevent the illicit use of drugs and alcohol by students and employees, the school has developed a program that provides services related to treatment and prevention of drug and alcohol use and abuse. This program includes: dissemination of informational materials, disciplinary

actions; and a list of educational programs, and referrals for outside specialized counseling and treatment programs. This Policy applies to both on campus and off campus related activities.

Drug and Alcohol educational materials are available to students and employees. Wayne County Schools Career Center is the first Adult Education center to participate in the Drug Free Clubs of America program. Students have the opportunity to drug test to voluntarily qualify for the program then are subject to random testing throughout their training program. Students that are part of the Drug Free Clubs of America program receive incentives for their participation and are moved to the top for all placement related opportunities. Any student or staff requiring additional resources will be referred to STEPS and or Ana-azo, alcohol and drug counseling and rehabilitation agencies.

The possession, sale or the furnishing of alcohol or drugs at Wayne County Schools Career Center is forbidden by board policies and state laws.

Wayne County Schools Career Center has been designated “Drug free” and in no circumstances is the consumption of alcohol or drugs permitted. The Possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school administration and local law enforcement agencies. Violators are subject to disciplinary actions by the school, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation for anyone to consume or possess alcohol in any public or private area of Wayne County Schools Career Center.

The following board policies are in place related to substance and drug use:

#### 4170 - SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of classified staff. When

appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A classified staff member having an illness or other problem relating to the use of alcohol or other drugs including, controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to classified staff having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the classified staff member. Additionally, regardless of whether a classified staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the classified staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a classified staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the classified staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employees refusal to submit to an alcohol or other drug test may affect an employee's right to receive workers' compensation benefits.

If a classified staff member voluntarily requests counseling or assistance before the Board learns of the classified staff member's substance abuse problem (through a positive test result or otherwise), the classified staff member's job security or promotion opportunities will not be jeopardized by his/her request for counseling or referral assistance. A classified staff member may not avoid the consequences of a positive test by requesting counseling or assistance for a substance abuse problem after being instructed to submit to a drug test.

Classified staff who suspect they may have an alcoholism or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

R.C. 2925.01 et seq., 3793.02, 3719.01 et seq., 4123.54  
Rehabilitation Act of 1973, 29 U.S.C. 794

#### 5530 Drug Prevention

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

E. anabolic steroids;

F. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles and/or at any school-sponsored event.

R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.95, 3313.752, 3319.012  
20 U.S.C. 3171 et seq., Drug-Free Schools and Communities Act of 1986  
20 U.S.C 3224A

Reference the Controlled Substances Uses and Effects for specifics on drug names, uses, and possible effects:

<http://www.ifap.ed.gov/regcomps/attachments/86pg14-15.pdf>

### **Student Code of Conduct**

Students are expected to treat staff, substitute teachers, clinical faculty, guest lecturers and other students with courtesy, dignity, and respect. Student behavior must reflect the high ideals and integrity of the Career Center. Actions deemed disruptive to the educational process will result in the following progressive disciplinary measures.

- A conference/counseling session with the classroom instructor
- Referral to the appropriate Career Services Advisor who will develop a written plan of action to address the problem
- Presentation of the problem to the Appeal Committee for recommended action, which may include dismissal

Inappropriate behavior that occurs outside of school and involves law enforcement may also impact your enrollment status.

## Board Policy on Student Conduct (5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically.

R.C. 3313.20, 3313.534, 3313.66, 3313.661

### **Grievance Policy/Procedure**

The Wayne County Schools Career Center values your feedback so that we may ensure the education you receive is of the highest quality. Concerns should be initially discussed with the classroom instructor. If the situation is not resolved, contact your student advisor. Unresolved concerns should be referred to the Adult Education Administration in writing. A record of these written concerns will be maintained. If complaints are not addressed an appointment may be requested with the Superintendent.

After all attempts to voice a concern have been made within the district, a formal complaint procedure is available. For issues that have not been settled through school processes, the student or employee has the right to petition help from the Director of the Office for Civil Rights, Ohio Department of Higher Education, or the accreditation agency (Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350. 770-396-3898, [www.council.org](http://www.council.org)) any other applicable agency.

<b>Summary of Last Three Years</b>	<b>2015</b>		<b>2016</b>		<b>2017</b>	
<b>Criminal Offense Including Hate Crimes</b>	On Campus	On Public Property Adjacent to Campus	On Campus	On Public Property Adjacent to Campus	On Campus	On Public Property Adjacent to Campus
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault/Hate Crime	0	0	0	0	0	0
Larceny-theft/Hate Crime	0	0	0	0	0	0
Intimidation/Hate Crime	0	0	0	0	0	0
Destruction/damage/vandalism of property/Hate Crime	0	0	0	0	0	0
<b>Number of Arrests for Crimes</b>						
Illegal weapons possession	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
<b>Number of persons referred for Disciplinary Action</b>						
Illegal weapons possession	0	0	9	0	0	0
Drug law violations	2	0	0	0	0	0
Liquor law violations	0	0	2	0	5	0

The Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act. In compliance with the Violence Against Women Reauthorization Act of 2013 (VAWA), Wayne County Schools Career Center has included the following crimes in its annual statistical and procedural information disclosure: domestic violence, dating violence, sexual assault, and stalking.

Violence Against Women Reauthorization Act		
Reporting year 2017	On campus	On public property adjacent to campus
Domestic Violence	0	0
Dating Violence	0	0
Sexual Assault	0	0
Stalking	0	0