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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 with cash only. 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. Lunches are served from 10:40-12:30. The main Commons will be available after 2:45 for adult students to access microwaves. You may utilize the main Commons for lunch or breaks however masks must be worn unless eating or drinking.

REST ROOMS

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

PARKING

Student parking is available behind the Adult Education Building, behind B wing, and in front of the school in the main circle lot.

SAFETY

Badges should be worn at all times in the building. If you have lost or misplaced your badge please notify the Adult Education Office immediately.

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.

In compliance with the Clery Act, WCSCC publishes annual reports containing information about crime prevention, reporting policies, crime statistics, and other safety and security related information. You can find the report online at

[http://www.wayne-jvs.k12.oh.us/sites/wayne-jvs.k12.oh.us/files/files/Adult%20Ed/wcsc_cannual%20security%20report_9-17-2019\(1\).pdf](http://www.wayne-jvs.k12.oh.us/sites/wayne-jvs.k12.oh.us/files/files/Adult%20Ed/wcsc_cannual%20security%20report_9-17-2019(1).pdf)

Hard copies are also available upon request at the WCSCC Adult Education Building, 518 West Prospect Street, Smithville, Ohio 44667.

COVID SAFETY PROCEDURES

- Temperatures taken before leaving home and may be required at school
- Students stay home with 100°+ temperature and/or other symptoms
- Face coverings for all staff and students (fabric covering mouth and nose, school appropriate)
- Hand washing at minimum of beginning and end of lab
- Hand sanitizer and disinfectant wipes throughout Career Center
- Classrooms and labs and all other common areas – social distancing
- Outside breaks – social distancing
- Seating charts in all classes
- Lunches/breaks in the commons practice social distancing

- Cleaning crew – sanitize restrooms/classrooms/labs/common areas between HS and Adult classes (deep cleaning after school)
- Directional arrows in hallway for traffic flow
- HVAC – full outdoor air circulation
- All protocols of Governor and County Health Department
- Exposure to positive case of Covid-19, persons will be contacted by Health Department (the school is not permitted to release identifying information)
- WCSCC will work to decrease the likelihood of infection through additional hygiene, cleaning, and safety procedures. However, please understand being in a public place has a certain level of risk that can not be eliminated.

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.

Lucy Ewing at ext. 1023	Monday-Friday	8:30 am-4:00 pm
Casey McGurk at ext. 1320	Monday-Thursday	12:30-8:00 pm
Greg Chandler at 702-469-4951	Monday-Thursday	3:00-10:00 pm