



Warren County Career Center

513-932-8145 or 1-877-547-5100

FAX: 513-932-2304

www.mywccc.org

CAMPUS SAFETY AND SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) as amended by the Higher Education Act requires all postsecondary schools that participate in federal financial aid programs to keep and disclose information about crimes occurring on and near the school to all current and potential students and staff. Schools must also distribute information on policies and procedures explaining the:

- A. Means for students to report criminal actions or other emergencies and how the school will respond to such reports; how the campus is secured and access to the campus is controlled
- B. Relationship of the school to law enforcement and other campus security personnel, especially as it relates to how crimes are investigated. It is hoped that this will facilitate accurate and prompt reporting of crimes to law enforcement even when the victim of such crime elects or is unable to make such a report.
- C. Type and frequency of programs designed to inform students and employees to be responsible for their own security and for the security of others.
- D. Programs designed to inform students and employees about the prevention of crimes
- E. Statistics of crimes committed on or near campus. See chart.
- F. Method the school uses for monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the school.
- G. School's policies regarding the possession, use, and sale of alcoholic beverages and enforcement of Ohio underage drinking laws and a statement of policy regarding the possession, use or sale of illegal drugs and enforcement of Federal and state drug laws and a description of any drug or alcohol abuse education programs.
- H. Availability of information on registered sex offenders.
- I. Procedures for immediate emergency response and evacuation.

Warren County Career Center's Annual Security report for 2017 with our policies, procedures and crime statistics for the last three years are disclosed and explained on the following pages.

In Case of an Emergency

For emergencies, Warren County Career Center phones are set to dial **9-1** without need for any other digits. Warren County Career Center has a School Resource Officer (SRO), a sworn deputy sheriff of the Warren County Sheriff's Office. The SRO's hours are from 7:00 AM – 3:00 PM, Monday – Friday. **Contact the SRO during these hours by dialing ext. 5290.** The SRO is armed and has arrest authority.

For on campus emergencies, **call the SRO after calling 9-1-1.** Emergencies requiring immediate attention should also be reported to any **Campus Security Authority** after dialing 9-1-1. A Campus Security Authority is defined as any official of Warren County Career Center who has significant responsibility for student and campus activities. These include persons from adult or secondary education specified as Adult Education Director, Evening Supervisor, Program Coordinators, or other adult and secondary administrative, counseling, or support staff.

Students are encouraged to promptly report all crimes or accidents occurring on campus or during school activities off campus. **Call the campus receptionist at 513-932-8145, or extension 0 from a campus phone to reach the Campus Security Authority on Duty. Students and Employees may also report through the website www.mywccc.org at Campus Security “Stay Safe/Speak UP, Student and Employee Links:**

Student Links:

[Report Bullying, Harassment or Intimidation Online](#)

[Report Other Safety or Personal Issues Online](#)

[Report Bullying or Other Safety Issues by Telephone \(1-866-listen2me\)](#)

[Help Line](#)

[Campus Security Report](#)

Employee Links:

[Report an Employee Accident](#)

[Report a Student Accident](#)

[Submit a Student Behavior Referral / Report Bullying](#)

[Report Employee Harassment or Other Issues \(Confidential\)](#)

[Report a Safety Hazard](#)

[Submit a Safety Suggestion](#)

[Safety Training Online](#)

[Get a Material Safety Data Sheet \(MSDS\)](#)

[Speak with a Safety or Chemical Specialist](#)

[Report Completing a Compliance Task / Work Order](#)

[District Safety Plans, Policies & Procedures](#)

[District Safety Forms, Checklists, Tags & Labels](#)

[Safety Articles & Information](#)

[Government Safety Regulations](#)

[View the District OSHA 300 Log](#)

[PublicSchoolWORKS Home Page](#)

Building Security

Adequate light is provided in public areas inside the building and in parking and outside break areas. High definition security cameras are functional in all hallways and other common areas inside and outside the building.

Access to the building is monitored by camera and receptionists. Observation cameras have been installed at all entrances and at strategic locations in and around the building. Sign-in/sign-out is required for non-regular students, staff or other visitors. Campus authorities have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

Timely Warnings

Warren County Career Center is required to issue **timely warnings** to the campus community relative to active criminal activity on campus or in the near vicinity. These will be issued when an incident takes place on our campus or information is received from a local law enforcement agency regarding an incident that occurred in the immediate vicinity of the campus which is considered potentially threatening. Anyone who knows of a crime or other serious incident should report it as soon as possible by calling 9-1-1 and/or reporting it to a Campus Security Authority by dialing 513-932-5677 or 513-932-8145. Reporting crimes is on a voluntary, confidential basis. Timely warnings will be issued by some combination of e-mail, WCCC's emergency call system; fliers posted at strategic locations around the campus, and PA announcements. Our pledge to the Warren County Career Center's community is that these warnings will be issued in a timely manner, with the names of the victims redacted, and with the aim of preventing related or similar occurrences.

Crime Logs

Both the high school and adult education departments maintain Crime Logs. The Crime Log records all reports of crimes made to Campus Security Authorities that have occurred on campus, in the immediate vicinity of the school or during school-related activities. The crime reports are logged by the date the report was filed and contains the date and time of the incident, the nature of the crime, general location of where the incident happened and disposition of the incident if known. Warren County Career Center may temporarily withhold information from the Crime Log if there is clear and convincing evidence that the information would jeopardize an ongoing criminal investigation, safety of an individual, cause a suspect to flee or evade detection or result in destruction of evidence. A Crime Log may be obtained on campus and will be issued within one business day of a request unless the disclosure is prohibited by law or would, as explained above, jeopardize the investigation or the safety of a person.

*The Campus Safety and Security Reporting Handbook states that if a school has "an individual or individuals with limited responsibility for campus security (e.g., someone monitoring access to a campus building by checking student IDs) but who do not constitute a police or security department." The school is excluded from the requirement of maintaining a daily crime log. Warren County Career Center Adult Education is a school that has individual(s) with limited responsibility for campus security during a majority of its school hours.

Annual Safety & Security Data

The *Campus Security Act* requires schools to disclose campus crime statistics to employees, students, and potential students. As the following statistics show, the Warren County Career Center is committed to providing quality education in a safe environment.

CRIME AWARENESS REPORT

The *Student Right to Know Act* requires schools to disclose completion rate statistics to employees, students, and potential students. The following reflects enrollment in adult full-time programs only.

Full Time Students	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017
Total Enrolled	271	308	355	406	458	225
Total Completed	270	283	318	382	338	200
Percentage Completed	100%	91%	90%	94%	74%	89%

CAMPUS SECURITY AND SAFETY REPORT

The *Campus Security Act* requires schools to disclose campus crime statistics to employees, students, and potential students. As the following statistics show, the Warren County Career Center is committed to providing quality education in a safe environment.

MAIN CAMPUS

Type of Statistic	2015	2016	2017
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	1	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes			
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Arson	0	0	0
Simple Assault	0	0	0
Larceny – Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	1	0
Arrests – On Campus			
Weapons: Carrying, Possessing, Etc.	0	1	0
Drug Abuse Violations	0	3	0
Liquor Law Violations	0	0	0
Disciplinary Actions - On Campus			
Weapons: Carrying, Possessing, Etc.	0	1	0
Drug Abuse Violations	0	0	3
Liquor Law Violations	0	0	0
Domestic Violence, Dating Violence & Stalking			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

BIT ACADEMY

Type of Statistic	2015	2016	2017
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes			
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny – Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Arrests – On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions - On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Domestic Violence, Dating Violence & Stalking			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

GREENTREE HEALTH SCIENCE ACADEMY

Type of Statistic	2015	2016	2017
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes			
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny – Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Arrests – On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions - On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Domestic Violence, Dating Violence & Stalking			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

SCARLET OAKS – ELECTRICAL POWER LINE MECHANIC

Type of Statistic	2015	2016	2017
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes			
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny – Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Arrests – On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions - On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Domestic Violence, Dating Violence & Stalking			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

UPPER VALLEY CAREER CENTER – ELECTRICAL POWER LINE MECHANIC

Type of Statistic	2015	2016	2017
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes			
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny – Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Arrests – On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions - On Campus			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Domestic Violence, Dating Violence & Stalking			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

SOUTHERN HILLS CAREER AND TECHNICAL CENTER – BASIC POLICE OFFICER ACADEMY

Type of Statistic	2015	2016	2017
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0		
Negligent Manslaughter	0		
Sex Offenses – Forcible	0		
Rape	0		
Fondling	0		
Sex Offenses – Non-Forcible	0		
Incest	0		
Statutory Rape	0		
Robbery	0		
Aggravated Assault	0		
Burglary	0		
Motor Vehicle Theft	0		
Arson	0		
Hate Crimes			
Murder/Non-Negligent Manslaughter	0		
Rape	0		
Fondling	0		

Incest	0		
Statutory Rape	0		
Robbery	0		
Aggravated Assault	0		
Burglary	0		
Motor Vehicle Theft	0		
Arson	0		
Simple Assault	0		
Larceny – Theft	0		
Intimidation	0		
Destruction/Damage/Vandalism of Property	0		
Arrests – On Campus			
Weapons: Carrying, Possessing, Etc.	0		
Drug Abuse Violations	0		
Liquor Law Violations	0		
Disciplinary Actions - On Campus			
Weapons: Carrying, Possessing, Etc.	0		
Drug Abuse Violations	0		
Liquor Law Violations	0		
Domestic Violence, Dating Violence & Stalking			
Domestic Violence	0		
Dating Violence	0		
Stalking	0		

Grievance Procedures

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or fellow student, nor should anyone fear reprisal for the proper expression of a legitimate concern. A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subject to an illegal rule or standard.

Any student having a grievance shall first discuss such grievance with the Student Services Coordinator within five (5) working days following the act or condition which is the basis of the grievance. If the discussion does not resolve the issue, the aggrieved may:

- A. Lodge a written grievance with the Director of Adult Education with five (5) working days following the act or condition which is the basis of the grievance. A standard grievance form is available upon request from Student Services or the Director’s office. A copy of the form shall be filed in the student’s permanent record.
- B. The aggrieved shall have a right to request a hearing before the Director of Adult Education. The aggrieved shall be advised in writing of the time, place and date of the hearing.
- C. The Director of Adult Education shall take action on the written grievance within five (5) working days after the receipt of the grievance, or if a hearing is requested, within five (5)

working days after the conclusion of the hearing. The action taken and the reasons for the action shall be written and copies sent to the aggrieved and the Superintendent.

If the action taken by the Director of Adult Education does not resolve the grievance the aggrieved may: Appeal in writing to the Superintendent within five (5) working days from the receipt of the written memorandum of the Director of Adult Education's action. A hearing shall be conducted by the Superintendent within five (5) working days after the receipt of the request. The aggrieved shall be advised in writing of the time, place, and date of the hearing. The aggrieved shall have the right to be accompanied by a representative. The Superintendent shall take action on the appeal, or if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be written and copies sent to the aggrieved and the Director of Adult Education.

If a satisfactory solution is not reached in those levels of appeal, the student can address the issue to Warren County Career Center's accrediting agency, The Commission on the Council of Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898, or 1 (800) 917-2081, FAX (770) 396-3790. www.council.org. COE will ask the student to verify that he or she has exhausted all local levels of appeal.

Safety First

An important part of a quality educational experience is an active participation in the school's safety program. Warren County Career Center promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules are constantly reviewed and emphasized by instructors. Students must follow all safety regulations and report all accidents or injuries to their instructor immediately. Failure to follow safety regulations will result in disciplinary action.

Crime Prevention

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves and others less likely to become victims. The following is a list of DO's and DON'Ts to protect your property and yourself:

- Do lock your car at all times – when parked and when driving.
- Do use lighted walkways when going to and from parking areas.
- Do report all crimes and/or suspicious activities to a Campus Security Authority promptly.
- Do mark your valuables (books, computers, tools, etc.) with your driver's license number.
- Do call a Campus Security Authority (513-932-8145) if you desire an escort.
- Do avoid events and people prone to use or distribute illegal drugs or alcohol or people and events known for excessive use of legal drugs and alcohol.
- Don't drink and drive.
- Don't date while you or your date are using drugs or consuming more than very moderate amount of alcohol.
- Do ask a friend to walk with you to the parking lot or smoking area.

Don't leave valuables in plain sight in your vehicle or leave them unattended in labs, break areas or classrooms.

Do ask to be assigned a locker if one is available and use it.

Don't leave purses, book bags, wallets, credit cards, cash or checks in unlocked desks or file cabinets.

Don't use Warren County Career Center wifi for credit/debit card transactions.

Do report any security deficiencies you find such as broken doors or locks; inoperative lights; overgrown shrubs and trees; broken sidewalks or handrails and other conditions.

Alcohol And Drugs

In accordance with the Drug-Free Schools and Community Act of 1989, Public Law 101-226, Warren County Career Center seeks to establish a drug-free learning environment. The harmful effects of nonprescription drugs and alcoholic beverages are well-documented: drowsiness, disorientation, poor perception of time and distance, fatigue, loss of appetite, depression, aggressive tendencies, respiratory dysfunction and an altered ability to learn and remember information.

Student participation in the possession, use, or distribution of alcohol is forbidden on campus or during school-related activities. The possession, use or distribution of illegal drugs or the illegal use or distribution of prescription drugs is forbidden on campus or during any school-based activities. There are no exceptions to these rules. Furthermore, anyone thought to be under the influence of drugs or alcohol while on campus will be removed from the school and enrollment privileges or employment could be permanently suspended. Students suspended under this policy may be reinstated if they complete a drug/alcohol rehabilitation program, such as Alcoholics Anonymous or The Community Center on Alcoholism/Drug Abuse of Warren/Clinton County. Warren County Career Center is required to notify current/prospective students and employees of the federal legal sanctions associated with the possession or trafficking of a controlled substance.

Federal student aid could be suspended for drug violations. A student who is receiving Title IV funding and who is convicted by a court for state or federal offense involving a controlled substance may lose the right to receive Title IV funding for the present award year and may be sanctioned from receiving other forms of financial aid under the Omnibus Drug Initiative Act of 1988. The student has a responsibility to immediately notify the financial aid office of any drug conviction. All students are subject to current laws and financial aid regulations, provisions of the enrollment agreement and policies published in the student handbook. Warren County Career Center will issue a timely written notice to any student who has lost eligibility for any grant or loan as a result.

There are numerous legal sanctions under local, state and federal laws, which can be used to punish violators. The federal sanctions may be seen in the financial aid section of the WCCC Student Consumer Handbook. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

Readmission or re-employment will depend on the circumstances, mitigating factors and possibly the successful passing of two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria established by the U.S. Dept. of Education to determine whether or not a student may be eligible to regain eligibility of Federal funds. Any crimes committed on campus

regarding drugs or alcohol will be reported to the Clearcreek Township Police Department or other local law authorities.

Substance Abuse Assistance

If you or someone you know would like help with a substance abuse problem, contact the Student Services Coordinator at 513-932-8145, ext. 5245. A counselor is available to assist students with a more targeted or intensive counseling. Treatment and rehabilitation are available through the following agencies and centers:

Solutions Community Counseling & Recovery Center: Warren County Office - 800-932-3366; Lebanon Main Office - 513-228-7800; 975 Kingsview Dr. Lebanon, Ohio 45036

Mental Health and Recovery Center: 513-695-1354; 212 Cook Road, Lebanon, OH

Salvation Army Adult Rehabilitation Center: Cincinnati - 513-351-3457 and Dayton - 937-461-2769

SAMHSA-Substance Abuse Mental Health Treatment Referral: 800-662-4357

Warren County Outpatient Assistance: 513-932-3366

Community Behavioral Health: 513-424-0921; 1659 South Breiel Blvd, Middletown, Ohio 45044

Alcoholics Anonymous: 513-423-0102; 20 South Breiel Blvd, Middletown, Ohio

Warren County Dept. of Family Services: 513-695-1420 or 937-425-2238; 416 South East Street, Lebanon, Ohio 45036

Alcoholism and Drug Abuse Hotline: 800-252-6465. (Open 24 hours)

National Institute on Drug Abuse Hotline: 800-662-4357 (Open 8-2 am, M-F and 11-2 am on weekends)

Web Resources:

The Ohio Dept. of Mental Health and Addiction Services (<http://mha.ohio.gov>, 877-275-6364;

Ohio Drug Rehabilitation: (<http://www.ohiodrugrehabilitation.com>)

Warren County United Way Community Resource Directory: "First Call For Help" (Available in Student Services Office or call 513-695-4636)

Sexual Harassment And Offenses

Students and staff at Warren County Career Center have the right to an environment free of sexual harassment and intimidation, not only by persons in positions of power, but by any Warren County Career Center employee or student. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of school policy; it is a form of discrimination and is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments. It is also contrary to the purpose of WCCC to equip our students with employable skills and habits. Engaging in harassment is one of the quickest ways to get fired from a job. Although certain attitudes or patterns of behavior may seem harmless to some, harassment is a serious issue and all students and staff must be aware of its definition and consequences.

Sexual harassment is unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions

that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims. Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal.

Another form of sexual harassment is peer harassment (by other students), and includes many of the above unwanted actions. Sexual harassment committed by students is a serious offense which could lead to dismissal.

Victims of sexual harassment are encouraged to report such incidents promptly to any Campus Security Authority.

Sexual Assault

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with any Campus Security Authority or online at www.mywccc.org – Campus Security. Warren County Career Center officials will help individuals obtain counseling and file formal reports. In the case of criminal sexual assault, it is extremely important that physical evidence be preserved.

The term “**sexual assault**” means an offense classified as **forcible or non-forcible** sex offense under the uniform crime reporting system of the Federal Bureau of investigation. These offenses include **domestic violence, dating violence, and stalking.**

What to do if you are sexually assaulted:

Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you. And remember, it's not your fault that you were attacked.

Write down everything you can remember about your attacker (physical description, location of the attack, etc.) The sooner you record your memory of the assault, the greater value it will have in subsequent legal proceedings.

Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing.

If the incident occurred on campus, immediately report the assault to any Campus Security Authority after calling 9-1-1. School officials will assist the victim in notifying the local law enforcement agency. Seek medical attention. Even if you don't think you're injured, it's important to test for STD's and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

What to do if you are a bystander:

Call 9-1-1

Be a good witness. As soon as possible write detailed notes such as identifying characteristics of perpetrator, specific actions, time, words spoken by the victim and perpetrator, weapons used, etc.

Make your presence known as a witness. This may be the best way to stop the attacker.

Other interventions should be safe and avoid exacerbating the violence toward you or the victim.

Attend and comfort the victim afterward.
Stay on the scene until the police arrive.

Sexual assault disciplinary procedure guarantees:

The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

Both the accuser and accused shall be informed of the outcome of any campus disciplinary investigation.

The accuser and the accused will be treated with dignity, courtesy and professionalism.

Students found guilty of such violations under the school's code of conduct and Ohio law are subject to suspension and prosecution. The school will assist victims of sexual assault/ harassment with escorts, schedule adjustments, or any other reasonable request that would make the victim safer or feel safer. For additional assistance or information for victims of sexual assault or rape contact:

Abuse & Rape Crisis Shelter of Warren County (battered women's shelter): 513-695-1107 or 888-860-4084. www.arcshelter.com

ARCS-Rape and Domestic Violence Prevention: 513-695-1985; 513-695-2074; 27 North East Street, Lebanon, Ohio 45036

Warren County Prosecutor's Office (Victim/Witness Division) Open 24 Hrs: 513-695-2962 or email Jessica.Flint@co.warren.oh.us

Crisis & Information Center (24-hour crisis line): 877-695-6333

Women's Center-Lebanon: 513-934-1777

Solutions Community Counseling: 513-695-1357

Domestic Violence National Hotline: 1-800-799-7233 (1-800-787-3224 (TTY) 24/7 availability

Sexual Assault National Hotline: 1-800-656-HOPE (4673) 24/7 availability.

Community Prevention Website: www.Pieces2Prevention.com The mission of Pieces 2 Prevention is to provide education and resources for healthy, respectful, non-violent relationships through community partnerships in Warren County.

Advice for instructors:

Be vigilant! Be aware of your students' behavior and report signs of emotional or mental difficulties. Also be alert for signs of domestic violence or substance abuse. Early intervention may help the student avoid a destructive pattern or event. Note such signs as:

Inability to concentrate

Bruising

Poor attendance

Extreme nervousness

Dilated pupils

Outbursts of anger

Depression

Watch or review online video "See the Signs. Speak Out" at <http://odvn.org/home-speakout>.

Contact Student Services or the Campus Security Authority on Duty if you observe any of these warning signs. Immediately report any suspicion of substance abuse.

Warren County Sex Offender Registration Information:
Warren County Sheriff's Office (www.sheriffalerts.com)

In accordance with Ohio law, the Ohio Attorney General's Office maintains the electronic sex offender registration network ("eSORN") registry. The registry contains information about currently published sex offenders and child victim offenders (collectively "Offenders") residing in the State of Ohio, as provided by the local sheriff's offices responsible for registering the offenders.

Search And Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

APPENDIX A: FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21.U.S.C. 884(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both.

Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both.

1st conviction and the amount of crack possessed exceeds 5 grams.

2nd conviction and the amount of crack possessed exceeds 3 grams

3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

22.U.S.S. 853(a) (2) and 881(a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

21.U.S.C.881(a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21.U.S.C.884a

Civil fine of up to \$10,000.00 (Pending adoption of final regulations).

21.U.S.C.853a

Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18.U.C.933(g)

Ineligible to receive or purchase a firearm.

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

APPENDIX B: STATE LAWS, PENALTIES AND SANCTIONS FOR DRUG OFFENSES

2925.02 Corrupting another with drugs.

2925.03 Trafficking, aggravated trafficking in drugs.

2925.04 Illegal manufacture of drugs - illegal cultivation of marihuana - methamphetamine offenses.

2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.

2925.05 Funding, aggravated funding of drug or marihuana trafficking.

2925.06 Illegal administration or distribution of anabolic steroids.

2925.09 Unapproved drugs - dangerous drug offenses involving livestock.

2925.11 Possession of controlled substances.

2925.12 Possessing drug abuse instruments.

2925.13 Permitting drug abuse.

2925.14 Drug paraphernalia.

2925.22 Deception to obtain a dangerous drug.

2925.23 Illegal processing of drug documents.

2925.24 Tampering with drugs.

2925.31 Abusing harmful intoxicants.

2925.32 Trafficking in harmful intoxicants - improperly dispensing or distributing nitrous oxide.

2925.33 Possessing nitrous oxide in motor vehicle.

2925.36 Illegal dispensing of drug samples.

2925.37 Counterfeit controlled substance offenses.

2925.38 Notice of conviction of professionally licensed person sent to regulatory, licensing board or agency

2925.55 Unlawful purchase of pseudoephedrine product.

2925.56 Unlawful sale of pseudoephedrine product.

2925.57 Illegal pseudoephedrine product transaction scan.

2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense.