



WARREN COUNTY CAREER CENTER ADULT EDUCATION AND WORKFORCE DEVELOPMENT

2019-2020

STUDENT HANDBOOK & ANNUAL SECURITY REPORT

[Cosmetology](#)

[Cosmetology Advanced](#)

[Electrical Power Line
Mechanic](#)

[Emergency Medical Technician](#)

[Firefighter I](#)

[Firefighter II](#)

[Heating, Ventilation and Air
Conditioning](#)

[Heavy Equipment and Site
Construction Technician](#)

[Heavy Equipment and Site
Construction Technician and CDL A](#)

[Cisco Certified Network
Administrator](#)

[Medical Programs](#)

- Dental Assisting
- Medical Assistant
- Pharmacy Technician
- Phlebotomy Technician
- State Tested Nursing Assistant

[Welding Technician/AWS
Certified](#)

[Career Enhancement](#)

- Computer Software
- Customized Training
- Online Learning Center



WARREN COUNTY CAREER CENTER
Adult Education and Workforce Development

2019-2020
Student Consumer Handbook
& Annual Security Report



Main Campus
3525 North State Route 48
Lebanon, Ohio 45036
(513) 932.8145
www.mywccc.org



Extension Campus

Warren County Career Center - Greentree Health Science Academy
5757 Innovation Drive
Middletown OH 45005
(513) 932.8145

Instructional Service Centers

**Warren County Career Center – Scarlet
Oaks Career Development Campus**
303 Scarlet Oaks Drive
Cincinnati, OH 45241
(513) 771.8810

**Warren County Career Center - Upper Valley
CTC Applied Technology Center**
8901 Looney Road
Piqua, OH 45356
(937) 778.1980

**Warren County Career Center – Butler
Technology and Career Development Schools**
3603 Hamilton Middletown Road
Fairfield Twp, OH 45011
(513) 868.6300

Board Approved by the
WCVSD Board of Education
April 15, 2019

Our Vision:

Warren County Career Center (WCCC) is the valued partner of choice within the educational and economic system of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.

Our Mission:

To prepare youths and adults to make informed career choices and to successfully enter, compete, and advance in a changing world.

Our Values:

WCCC staff, students, parents, and others will behave in ways that support and demonstrate the following values:

- Celebrating team and individual achievements
- Communicating openly and honestly
- Embracing educational opportunities for change and diversity
- Making quality customer service a high priority
- Promoting partnerships and a team environment
- Providing high quality instruction and highly qualified staff to ensure success for all learners
- Taking ownership of personal actions and being held accountable for results
- Treating each other with respect, dignity, trust and mutual value.
- Upholding and demonstrating high ethical, educational and fiscal standards
- Using data to drive planning, decision making and actions

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.mywccc.org. Select Adult Education, download Gainful Employment Statistics.

WARREN COUNTY CAREER CENTER
Adult Education and Workforce Development

Board of Education

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Gina Wright	Financial Aid

Support Staff

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Constance Tauber	Adult Education Registrar
Wendy Kropp	Adult Education Secretary

TABLE OF CONTENTS

SECTION I – GENERAL INFORMATION	7
PHILOSOPHY	7
ACCREDITATION.....	8
EQUAL EDUCATION OPPORTUNITY	8
INDIVIDUALS WITH DISABILITIES	9
CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES.....	9
MEDICATION.....	9
BLOODBORNE PATHOGENS.....	9
ADDRESS AND PHONE NUMBER CHANGES.....	10
USE OF THE SCHOOL EQUIPMENT AND FACILITIES	10
CARE OF PROPERTY	10
STUDENT RESOURCE ROOM.....	10
STUDENT SALES	10
USE OF TELEPHONES	10
ADVERTISING OUTSIDE ACTIVITIES	10
SCHOOL DELAY AND/OR CLOSING - INCLEMENT WEATHER	10
VISITORS/CHILDREN	11
HOLIDAYS, SCHOOL CLOSINGS	11
PARKING FACILITIES.....	11
BREAKS.....	11
LOST AND FOUND.....	11
SCHOOL-SPONSORED ACTIVITIES	11
DRESS AND GROOMING	12
SECTION II – ADMISSIONS, TRANSFER OF CREDIT AND FINANCIAL AID STUDENT ADMISSIONS...	13
ASSESSMENT.....	13
REGISTRATION	14
HOMESCHOOLED STUDENTS.....	14
TRANSFER OF ACADEMIC CREDIT POLICY COLLEGE/UNIVERSITY CREDIT	14
WHAT WILL MY EDUCATION COST?	17
TUITION AND FEES.....	18
BOOKS AND SUPPLIES.....	18
UNIFORMS AND STUDENT IDENTIFICATION BADGES	18
PROTECTIVE EQUIPMENT	18
FINANCIAL AID	18
TYPES OF FINANCIAL ASSISTANCE	19

HOW FINANCIAL AID ELIGIBILITY IS DETERMINED	21
GENERAL ELIGIBILITY REQUIREMENTS	21
CHANGE OF CIRCUMSTANCES	22
FRAUD	22
MASTER PROMISSORY NOTE ENTRANCE/EXIT COUNSELING	22
IN-SCHOOL DEFERMENT	22
UNUSUAL ENROLLMENT HISTORY POLICY	22
VERIFICATION	24
DETERMINATION OF INDEPENDENT/DEPENDENT STATUS.....	24
PROFESSIONAL JUDGMENT	25
DISBURSEMENT OF TITLE IV FUNDS	25
SELF PAY OPTIONS.....	25
FULL-TIME REFUND POLICY	26
PART-TIME REFUND POLICY	26
STUDENT FINANCIAL AID - RETURN OF TITLE IV FUNDS	27
(PELL GRANT/FEDERAL DIRECT LOAN)	27
SECTION III – ACADEMIC POLICIES AND PROCEDURES.....	29
SATISFACTORY ACADEMIC PROGRESS.....	29
MAKE UP HOURS	31
EXTERNSHIP PLACEMENT	31
LEAVE OF ABSENCE POLICY	31
WITHDRAWAL POLICY AND PROCEDURE.....	32
RETURN OF FEDERAL FUNDS	32
SECTION IV –STUDENT RECORDS/COMPLETION/PLACEMENT FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA).....	33
RELEASE OF STUDENT RECORDS.....	34
GAINFUL EMPLOYMENT STATISTICS 2017-2018.....	36
PLACEMENT AND FOLLOW-UP	37
CERTIFICATE OF COMPLETION	37
CAREER PASSPORTS.....	37
SECTION V-STUDENT CODE OF CONDUCT.....	38
STUDENT DISCIPLINE CODE	38
STUDENT CONDUCT COMPLAINT PROCEDURES.....	41
ADMINISTRATION OF STUDENT DISCIPLINARY CODE	41
DISCIPLINE OPTIONS.....	41
DUE PROCESS RIGHTS.....	41
STUDENT RIGHTS OF EXPRESSION.....	43
GRIEVANCE PROCEDURES	43

SAFETY FIRST.....	44
CAMPUS SECURITY	44
EMERGENCY AND EVACUATION PROCEDURES.....	45
CRIME AWARENESS REPORT	48
CAMPUS SECURITY AND SAFETY REPORT.....	48
CRIME PREVENTION	53
SEARCH AND SEIZURE.....	57
COMPUTER ACCESS OR COPYING.....	58
COMPUTER NETWORK AND INTERNET (Acceptable Use and Internet Safety).....	58
SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION	59
OF FEDERAL COPYRIGHT LAWS	59
APPENDIX A-FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL	60
POSSESSION OF A CONTROLLED SUBSTANCE	60
APPENDIX B-STATE LAWS, PENALTIES AND SANCTIONS FOR DRUG OFFENSES	61

SECTION I – GENERAL INFORMATION

Warren County Career Center's (WCCC) Main Campus is conveniently located on State Route 48, four miles north of Lebanon, OH. Medical programs are located at Greentree Health Science Academy on the Atrium Medical Center Campus near I-75 and State Route 122. Electrical Power Line Mechanic courses are offered at the Main Campus, Great Oaks/Scarlet Oaks and Upper Valley CTC. Classrooms and labs provide a comfortable, safe, well-lit, and spacious environment conducive to learning. Each program offers classroom academics as well as hands-on experience in a lab setting. Labs furnished with up-to-date equipment and supplies provide hands-on learning experiences for students.

PHILOSOPHY

Our district is dedicated to providing career technical training programs which will meet present and future labor market needs of the community. Programs are designed to give students the specialized knowledge and skills needed to enter the job market, participate in future educational opportunities, and recognize their rights and responsibilities as productive citizens of the community. A wide variety of programs provide skill training opportunities for Warren County residents, business, labor and industry based on the following objectives:

- A. Provide a curriculum that is consistent with the Ohio Department of Higher Education guidelines for career technical education.
- B. Provide career training opportunities that develop technical knowledge, an understanding of the world of work, and the skills necessary for securing and maintaining employment.
- C. Provide an education that promotes analytical reasoning, problem solving, and critical thinking, thus allowing students to develop to their fullest potential.
- D. Provide a social environment that is open, just, and disciplined; a physical environment that is safe, orderly, functional, and comfortable; and a student-staff relationship that is honest and respectful.
- E. Provide training opportunities for adults to learn new skills and enhance their career opportunities.
- F. Provide equal opportunity for eligible students in available programs and activities regardless of sex, religion, creed, color, national origin or disability.
- G. Provide appropriate educational services that meet the needs of all students including those who have various learning disabilities and/or physical handicaps.
- H. Provide a curriculum that allows students of varied learning styles and ability levels to be successful; thereby enhancing a positive self-image and self-worth.
- I. Promote instructional supervision and in-service programs which enhance the overall quality of instruction.
- J. Promote involvement of business in Career Technical Program Advisory Committees by seeking business representatives' ideas and suggestions related to the program's goal of responding to present-day needs of business and industry.
- K. Provide an atmosphere of cooperation and support among the school, business and industry.

- L. Provide for a systematic plan of career technical program evaluation to ensure a high degree of program efficiency, effectiveness and productivity.
- M. Provide continuous follow-up on placement of district graduates to assess program and student success.
- N. Provide information to the public about the mission and accomplishments of WCCC.

ACCREDITATION

WCCC is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350, Telephone: (770) 396-3898; Fax: (770) 396-3790, www.council.org. All programs are approved by the Ohio Department of Higher Education.

WCCC is routinely reviewed for accreditation by Council of Occupational Education. Accreditation assures the public of the fundamental quality of the institution. Accreditation is also a requirement for a school to receive federal or state grants or student loans. WCCC was accredited by the Council of Occupational Education in 2014. At any time, students may review the documents used in the accreditation process.

EQUAL EDUCATION OPPORTUNITY

WCCC is committed to a policy of equal educational opportunity for all students, regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or place of residence. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, or place of residence has the right to file a complaint. Formal complaints can be made in writing to the School District's Compliance Officer:

Title IX Coordinators
Kim Gambill and Joel King (Students)/ Melissa Solazzo and Joel King (Staff)
Warren County Career Center
3525 North State Route 48, Lebanon, OH 45036
Phone (513) 932-8145 Fax (513) 932-2304

Under no circumstances will the district threaten or retaliate against anyone who files a complaint. The complaint will be investigated and a written response will be given to the concerned person within five (5) days. The Compliance Officer can provide additional information concerning access to equal education opportunity.

WCCC is committed to creating and maintaining a professional learning environment. To help accomplish this, all students should report any instance of inappropriate or criminal conduct to an adult education instructor, any supervisor, office staff, or directly to the Director of Adult Education. Students may also report through the website www.mywccc.org at Campus Security "Stay Safe/Speak Up", Student Links. Appropriate disciplinary measures will be taken by the Director of Adult Education.

Between the hours of 8 AM and 3 PM, a Student Resource Officer is on duty at the Main Campus, and any criminal activity may also be reported to the officer (513-932-5677, x5290). Any person violating school policies by threatening and/or endangering a school employee or a fellow student will be immediately removed from class and reported to the appropriate police department.

INDIVIDUALS WITH DISABILITIES

WCCC offers services and accommodations necessary to make its programs and activities accessible to all qualified students with disabilities. The goal is to provide an environment where students can maximize their educational potential and develop independence to the fullest extent possible. Services are offered in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students requesting disability services must contact Student Services to obtain an enrollment packet.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

With a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice.

MEDICATION

If a student is taking medication, that information should be made known to the Program Coordinator and his/her instructor for health and safety reasons. Coordinators reserve the right to question students if they are concerned about a student being impaired.

BLOODBORNE PATHOGENS

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other blood-borne pathogens.

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan includes annual in-service training, first-aid kits in each school building and student transportation vehicle, and correct procedures for cleaning up body fluid spills and personal cleanup.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first-aid to students and/or staff. The vaccine is also offered to staff who have occupational exposure as determined by the administrator.

ADDRESS AND PHONE NUMBER CHANGES

Students are to notify the Adult Education and Workforce Development staff of any changes in address or phone number. If the Student Services Coordinator or a Program Coordinator is not available, please see the secretary in the Adult Education and Workforce Development office.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the designated staff member to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. If a student does damage to or loses school property, the student will be required to pay for the replacement or repair and will also be subject to disciplinary action.

STUDENT RESOURCE ROOM

The Student Resource Room at the Main Campus, located next to the Adult Education and Workforce Development office, and the Commons area at Greentree Health Science Academy, are accessible to all students. The resource room at the Main Campus offers beverage vending machines, table and chairs, magazines and reference materials, computers with internet access and printing, job placement, career information and other relevant postings. The Commons area at Greentree offers vending machines, tables and chairs.

STUDENT SALES

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Except in an identified emergency situation, courses will not be disrupted for students to receive a telephone call in the office. Cell phones should be off or on vibrate mode during class. Texting is not permitted during class. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the building administrator. A minimum of 72 hours' notice is required to ensure that the building administrator has the opportunity to review the announcement or posting.

SCHOOL DELAY AND/OR CLOSING - INCLEMENT WEATHER

If it is necessary to delay and/or close the operation of our instructional programs due to inclement weather or emergency situation, we will make the announcement as soon as a decision is made. Students

should check the school closing announcements on their local radio/TV station for this information. **The most up-to-date information can be found on our web page at www.mywccc.org.** Students are responsible for completing the forms to add their names to the Instant Connect Telephone System. This system will inform them of school delays/cancellations.

All announcements will be carried under the name “WARREN COUNTY CAREER CENTER ADULT EDUCATION”. There may be times that Warren County Career Center High School courses are cancelled but Adult Education and Workforce Development is still open. Students are encouraged to pay close attention and use discretion in deciding if it is safe to travel when courses are in session.

VISITORS/CHILDREN

Students should not have guests in class. Only registered students may attend. Children are not allowed in classrooms, and labs. Children are not allowed to wait in any area of all campuses while parents are in class.

HOLIDAYS, SCHOOL CLOSINGS

Refer to the Board Approved Adult Education and Workforce Development calendar for scheduled holidays.

PARKING FACILITIES

Parking is available in the student parking area. Students are not to park in fire lanes, reserved or handicapped spaces, on the grass and in other posted areas with restrictions. Parking violations may result in the vehicle being towed away at the owner’s expense. Maximum speed on school property is 10 mph at all times. Students are to enter the building through designated entrances with their school issued ID badge.

BREAKS

Other than bottled and capped water, no food or drinks are permitted outside the commons or student resource room. Breaks will be given at the discretion of the individual instructor. **Students should notify faculty if they need to leave the school for any reason.**

LOST AND FOUND

Items found at the Main Campus may be delivered to or claimed at the WCCC’s Main Office. Items found at Greentree Health Science Academy may be delivered to or claimed at the Front Desk of that campus.

SCHOOL-SPONSORED ACTIVITIES

WCCC provides students with the opportunity to broaden their learning through curriculum-related activities. A curriculum-related activity may be for credit, required for a particular course, and/or contain school subject matter.

It is the District’s policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

DRESS AND GROOMING

All students shall dress in a manner that is not overly distracting to others or that interferes with or disrupts the educational process. Students are to dress in a manner that would satisfy and be acceptable to future employers. They are to “dress for success” and come to school properly prepared to participate in the educational process.

Dress that is not appropriate for school attire includes: bare midriff shirts, low neckline shirts showing cleavage, and clothing adorned with drug, alcohol, tobacco, sexual or other disruptive signs, words, or pictures. Sandals, gym shoes, or open toed shoes are not acceptable in industrial and medical labs.

All articles of clothing and accessories altered from their original design, ripped or torn clothing or clothing with holes are not permitted to be worn at school. Clothing purchased with rips, tears or holes is no exception to this rule. Wearing pants below waist level, often with underwear showing, is not acceptable.

Students may not wear extreme or distracting make-up, hair coloring, hairdos, or accessory attire such as spiked bracelets, dog collars, heavy chains, sunglasses or dress in a manner that the Director of Adult Education determines to be unacceptable. Excessive piercings are prohibited. Tattoos with inappropriate language or design must be covered. Hats may be worn in lab areas only and at the lab instructor’s discretion. Students are expected to dress appropriately for the profession they are entering. Some dress and appearance standards are program-specific and included in the class orientation sessions (ex: Medical Programs).

SECTION II – ADMISSIONS, TRANSFER OF CREDIT AND FINANCIAL AID STUDENT ADMISSIONS

ADMISSION REQUIREMENTS

Full-Time Student

To enroll in one of WCCC's full-time career-technical training programs, a student must complete the registration process. The registration process includes attending an information session, meeting with the Program Coordinator, submitting the registration form with the \$75 non-refundable fee, submitting high school or GED* transcript/diploma*, scoring at the minimum level on WorkKeys™ Assessment, and completing all financial aid requirements.

Upon coordinators approval, students who have completed an associate degree or higher from a regionally accredited institution within the past five (5) years may be exempt from the WorkKeys™ Assessment. Certified transcripts showing degree completion must be provided as evidence, during the time of registration, for this exemption. Some programs may have additional requirements listed in the specific program guidelines.

Part-Time Student

Part-time students are permitted to enroll in a program or part of a program without meeting the requirements for a full-time student. Some programs require students to meet testing benchmarks on WorkKeys™ Assessments. **Upon coordinators approval, students** who have completed an associate degree or higher from a regionally accredited institution within the past five (5) years may be exempt from the WorkKeys™ Assessment. Certified transcripts showing degree completion must be provided as evidence, during the time of registration, for this exemption. Some programs may have additional requirements due to outside certifications. Most part-time Medical and Public Safety programs require a high school or GED* transcript/diploma.*

*For more information on the free GED preparation courses offered by WCCC, and the Adult Diploma Program, please call Warren County Aspire at (513) 695-2987.

*Transcripts and/or Diplomas issued in another language must be translated into English. Transcripts and/or diplomas must indicate a graduation date. A list of organizations that provide foreign transcript evaluation services is available in the Student Services office.

*If a student completes all high school graduation requirements early, but will not receive his/her diploma until a later date, a letter from a high school official verifying completion of all required courses is acceptable. Student must submit official transcript and/or diploma when received.

ASSESSMENT

WorkKeys™, designed by business and industry with American College Testing (ACT), is a required assessment with specific level scores for most programs. Students will be scheduled for the WorkKeys™ assessment at the time of registration. Students will not be permitted to test on the same date of registration. If a student must retake a portion of the assessment to reach required score levels, it must be taken prior to entry into the chosen program/course and there will be a charge of \$25 per portion. Students will not be permitted to test more than 3 times in a 12 month period and must wait 30 days between the 1st test and the 3rd test. Each student receives a paper copy of the WorkKeys™ results. Additional score reports are available online at www.act.org. WorkKeys™ scores are valid for five (5)

years. **Upon coordinators approval, students** who have completed an associate degree or higher from a regionally accredited institution within the past five (5) years are exempt from the WorkKeys™ Assessment. Certified transcripts showing degree completion must be provided as evidence during the time of registration for this exemption.

Industry credential exams are also given to benchmark the success of our graduates and our programs. Students are required to take the appropriate industry credential exam as part of the program.

REGISTRATION

Registration for all courses may be done in person at the Main Campus, Adult Education and Workforce Development office, Monday through Thursday, 8 AM – 8 PM, and Friday, 8 AM – 4 PM. All students are required to pay a non-refundable \$75 registration fee at time of registration. If the WorkKeys™ Assessment is not required, the testing fee will be waived.

WCCC reserves the right to offer selected courses in a program only one time per school year. The school reserves the right to cancel a class due to insufficient enrollment. Additionally, the school reserves the right to change the start date of a class or program. If a class is cancelled for any reason, students will be notified prior to the scheduled class start date.

HOMESCHOOLED STUDENTS

Federal Student Aid regulations state that students must be qualified to study at the postsecondary level to be eligible to receive Federal Pell grants and Direct Student Loans. When filing the Free Application for Federal Student Aid, students who were homeschooled can self-certify that they are qualified for postsecondary study because of their homeschool experience. These students must:

1. Have completed homeschooling at the secondary level as defined by state law; or
2. Have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education

TRANSFER OF ACADEMIC CREDIT POLICY COLLEGE/UNIVERSITY CREDIT

A student enrolled in a job-training course at WCCC may receive credit toward a Certificate of Program Completion by demonstrating competence gained from previous education or training that relates directly to the field of study. The education or training may be from other institutions or from programs or courses completed at WCCC.

Students Transferring or Articulating to another Institution

WCCC students may continue their education or training at other educational institutions. They may transfer credit through the Ohio One-Year Option, articulation agreements, CT² guaranteed credit or approval by the educational institutions.

One-Year Option along with CT² guarantees the transfer of applicable credits among Ohio's public colleges and universities and equitable treatment in the application of credits to admissions and degree requirements. Students who successfully complete approved technical programs are eligible to have technical credit transfer to public colleges and universities.

Articulation agreements with other educational institutions provide opportunities for students to transfer credit as they continue their education in the pursuit of additional certifications or college degrees. WCCC currently has articulation agreements with Cincinnati State Technical and Community College, Sinclair Community College, Hocking College, Butler Technology, and Franklin University.

As an accredited post-secondary school, WCCC students may also receive credit for courses successfully completed at WCCC when they enroll at any educational institution, if so approved by that particular school.

Students who are seeking credit for courses successfully completed at WCCC, and who enroll in another school, are to complete a transcript request form and submit it to WCCC. If all WCCC fees are paid, an official transcript with signatures and school seal will be sent to the designated institution.

Information relating to programs with courses approved for transfer credit by One-Year Option, articulation agreements and CT² is shared with students at orientation. They are listed in the course catalog and on the chart below.

COLLEGE/UNIVERSITY CREDIT

**EARN COLLEGE / UNIVERSITY CREDIT WHILE ATTENDING WARREN COUNTY CAREER CENTER.
Warren County Career Center has the following articulation agreements and One-Year Option Credit Transfer.**

Program	Cincinnati State	Franklin University	Hocking College	Miami University Regionals	Sinclair CC	ODHE (CT ²) Career-Technical Transfer	Butler Technology	ODHE One-Year Option
Advanced Manufacturing	Yes	Yes		In Progress	Yes	Yes		Yes
Cisco Certified Network Administrator	Yes	Yes		In Progress	Certification Credit	Yes		
Cosmetology		Yes						Yes
Electrical Power Line Mechanic	Yes	Yes						Yes
Emergency Medical Technician		Yes			Yes	Yes		
FireFighter	Certification Credit				Yes	Yes		
Heating, Ventilation and Air Conditioning		Yes				Yes		
Heavy Equipment and Site Construction Technician	Yes	Yes	Yes					
Medical Assistant	Yes	Yes		In Progress	In Progress	Yes	Pre-Requisite Agreement	Yes
OSHA 10						Yes		
Phlebotomy Technician						Yes		
State Tested Nursing Assistant	Yes				Yes		Pre-Requisite Agreement	
Welding Technician / AWS Certified	Yes	Yes				Yes		Yes

Students Transferring Credit From Within Warren County Career Center

Students may receive credit for courses completed in a related program at WCCC. To change programs before completion, return from a Leave of Absence or previous withdrawal, or to enroll in another program, the student must meet with the Coordinator for orientation and clarification of credit transfer. All of these students, except those on a Leave of Absence, must submit a transcript of completed courses for review. After review by the Coordinator and instructor(s), credit for related courses may be granted on a case by case determination.

Before changing programs or enrolling in another program, the student is to meet with the Financial Aid Coordinator for an explanation and understanding of the financial obligations involved with the transfer.

Students Enrolling with Previous Education or Training From Other Education Institutions

Students requesting credit for courses completed at another institution are to submit a transcript to the Student Services Coordinator for review*. The student must have earned a grade of "C" or better in any coursework to be considered for credit approval. Competency testing to examine the student's expertise in specific areas of the course's curriculum may be required. The review process includes analysis and approval from the Coordinator of the specific program, instructor(s), Director of Adult Education, and Student Services Coordinator.

Students may also submit a written request for academic credit from previous course-related training. To receive credit for previous work experience/training students must first present evidence of related employment or training that might include the following: W-2's, Union card, references, credentials, transcripts, or test scores. Testing may also be required with the Coordinator/instructor to examine the student's expertise in specific areas of the course's curriculum. The Coordinator will then make recommendations to Student Services about the student's competency. Upon approval, the student's record will be credited appropriately.

Advanced materials and instruction may be made available to students who have prior training or education in related courses in their program of study. The school will work with students individually to customize courses to meet their needs and ensure that competency requirements are met.

WCCC reserves the right to consider each request for academic credit and base determinations upon individual merits. The school reserves the right to charge the student an appropriate testing fee for tests administered in the process of granting credit.

**Students using VA Educational Benefits are required to submit to the Financial Aid office all prior education records for review. These may or may not be official, stamped transcripts/grade reports, etc.*

WHAT WILL MY EDUCATION COST?

Before applying for financial aid, students and parents should assess all of the costs of attending this institution. The Financial Aid Office establishes standard "cost of attendance" budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses.

The “cost of attendance” budget shown below is an example:

Tuition & Fees	\$ 7454.00
Books & Supplies	\$ 1,046.00
Personal Expenses	\$ 2800.00
Room & Board	\$ 8950.00
Transportation	\$ 4320.00
Fees	\$ 50.00
Total “Cost Of Attendance” Estimate	\$24,620.00

TUITION AND FEES

Tuition for each term is due prior to the start of courses. A student may opt to pay the full tuition for all terms at the beginning of the first term. Students who have not paid their tuition at least three days prior to the beginning of the term or made arrangements for payment may be withdrawn from the program. Special payment arrangements are only available with prior approval from the program coordinator.

All tuition and fees must be paid before the start of the second term (mid-point of the program) unless written approval is granted by the program coordinator.

BOOKS AND SUPPLIES

Textbooks, workbooks, manuals and tool kits are listed as “Books and Supplies” on the Financial Aid shopping sheet and will be referred to as simply “Books and Supplies” for the purpose of referencing any supplies received by the student. The fee for books and supplies is charged equally per term to the student account. All books and supplies will be distributed by the appropriate program coordinator or instructor and must be purchased through WCCC. Students will not be permitted to use personal books and supplies at WCCC. Students will be responsible for bringing books and supplies to each class.

UNIFORMS AND STUDENT IDENTIFICATION BADGES

Students are required to wear a uniform issued to them from the Coordinator of their program. Students are required to display their school-issued student identification badge at all times while on campus or offsite locations. This is to ensure safety and security for all students while they attend class. Students are responsible for their badges. If lost, damaged or stolen, students are to report as soon as possible to the Adult Education Receptionist to request a replacement badge. The replacement fee for the badge is **\$5**.

PROTECTIVE EQUIPMENT

In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment. **Gym shoes are not permitted in shop areas.**

FINANCIAL AID

WCCC’s Financial Aid Office assists students who, without such aid, would be unable to enroll in WCCC

programs. No student interested in attending WCCC should fail to apply because of an inability to meet the expenses. The Financial Aid Office attempts to provide assistance to students whose personal and family resources are not sufficient. More information about financial aid options is available in the enrollment packet.

Application for financial aid should begin at least one month before the student's courses begin.

In cases where serious financial problems exist, the individual may make an appointment with the Financial Aid Coordinator to present information for further consideration.

TYPES OF FINANCIAL ASSISTANCE

TITLE IV FUNDING

Title IV Funding includes Federal Pell Grants, William D. Ford Direct Loans (subsidized and unsubsidized), and Parent Loans (PLUS). To receive a Federal Pell Grant, Direct Loan, or Parent Loan, a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA must be completed online at the following website: www.fafsa.gov.

Federal Pell Grant:

The Pell Grant is given with no repayment expected. This program is designed to provide a "floor" upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. Students with a Bachelor's Degree are not eligible for a Pell Grant.

The Consolidated Appropriations Act, 2012 (Public Law 112-74) has significantly impacted the Pell Grant Program. Beginning July 1, 2012, students are limited to six full school years or 600% of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. Students who have already used 600% of their Pell Grant eligibility will no longer be eligible to receive a Pell Grant. Students with 500% - 600% may have limited Pell Grant eligibility remaining for the current year.

William D Ford Direct Loan:

Subsidized Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student's program. The federal government pays the interest while the borrower is in school, during the grace period and during authorized periods of deferment. Repayment will begin six (6) months after the borrower ceases to be enrolled in the program.

Unsubsidized Loan - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 (\$3,500 Sub & \$6,000 Unsub) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled in the program.

Federal Parent Loan to Undergraduate Student (PLUS) - Plus loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made.

BUSINESS OR AGENCY SPONSORSHIP

WCCC works with various businesses and agencies who fund qualified applicants for training programs. The school has also worked with businesses who have training dollars for their employees and various tuition assistance plans. Students using such funding for tuition payment must meet with the Financial Aid Coordinator to complete the registration process.

Opportunities for Ohioans with Disabilities (OOD) houses the Bureau of Vocational Rehabilitation (BVR) - Financial aid may be available from the local county office for students with physical, intellectual, mental health or sensory disabilities. Vocational rehabilitation (VR) services are customized for each individual through assessments and one-on-one meetings with professional VR counselors. VR services are available through the local county office. Contact the local Bureau of Vocational Rehabilitation office to meet with a counselor to receive a determination of eligibility.

Department Of Veterans Affairs (VA) - Federal training monies available to veterans of the U.S. Armed Services. For eligibility contact the V.A. at (888) 442-4551 or <http://www.va.gov/benefits>. Student must complete the appropriate application and then the Financial Aid Office will certify.

In compliance with Section 103 of the Veterans Benefits and Transitions Act of 2018, WCCC promises to never impose any penalty because of the inability of a VA Chapter 31 or 33 funded student to meet a financial obligation to the school due to a delayed disbursement of a payment by the U.S. Department of Veterans Affairs including:

- Assessment of late fees
- Denial of access to a class, library or other institutional facility
- Requiring Chapter 31 and 33 recipients to borrow additional funds

This policy will be in force from the date an eligible student presents a Certificate of Eligibility for entitlement to assistance under Chapter 31 or 33.

Trade Adjustment Assistance (TAA) - Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Applicants should contact their employer or a local Ohio Bureau of Employment Services office.

Workforce Investment Opportunity Act (WIOA) - Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact the local county office (Ohio Means Jobs) for information and eligibility requirements.

Self-Pay

In special cases, payment arrangements can be made with the Financial Aid Office on a term-by-term basis. Term payments are due on or before the start of each term.

HOW FINANCIAL AID ELIGIBILITY IS DETERMINED

Financial assistance is awarded to bridge the gap or to supplement the amount the student and his/her family are reasonably able to contribute to educational expenses. A Federally approved system of “need analysis” is used to calculate the Pell Grant award. In order to perform this evaluation, it is necessary for the student to complete the Free Application for Federal Student Aid (FAFSA) with information concerning his/her family’s financial strength, such as income and assets, size of family, number in college, and any unusual circumstances or expenses which he/she encounters.

GENERAL ELIGIBILITY REQUIREMENTS

The following eligibility requirements apply to Title IV Federal Financial Aid Programs. The Veterans’ Administration, Workforce Investment Opportunity Act, Opportunities for Ohioans with Disabilities (OOD) which houses the Bureau of Vocational Rehabilitation (BVR) and other organizations or agencies may have additional or differing requirements.

1. **CITIZENSHIP** - All applicants for federal aid must either be a citizen of the U.S. or be an eligible non-citizen. Acceptable documentation of eligibility is determined by federal regulation; for documentation requirements, see the Financial Aid Coordinator.
2. **ENROLLMENT** - An individual must be enrolled as a regular student in a full-time job-training program (600+ clock hours), attending an average of 15 hours per week. Anyone currently enrolled in an elementary or secondary school is NOT eligible for Federal Student Aid.
3. **SELECTIVE SERVICE** - Anyone required by law to be registered for Selective Service will be eligible for Federal Student Aid only if that requirement has been met.
4. **NOT “IN DEFAULT”** - Anyone currently in default on a student loan or owing a Title IV grant repayment at any institution will NOT be eligible for Federal Student Aid.
5. **ACADEMIC QUALIFICATION** - To receive aid from Title IV financial aid programs, a student must be academically qualified for study at the post-secondary level. Anyone with a high school diploma or its equivalent (GED) is always considered to be academically qualified for Title IV purposes.*
6. **SATISFACTORY PROGRESS** - Financial aid, in the form of grants or loans, is available only to those students who are making satisfactory progress toward a Certificate of Program Completion. To be considered as making satisfactory progress, a student must maintain acceptable grade averages (at least 76%) and attendance (at least 90%). “Satisfactory progress” is discussed in the following section.

When Student Services determine that a student is not making satisfactory progress in the completion of a program, the Financial Aid Coordinator will be notified and appropriate reporting to financial aid funding sources will also be made.

*To receive Title IV financial aid funds, a student must have a high school diploma, GED, or complete a high school education in a home school setting that is treated as a home school or private school under state law. A student must be qualified to study at the postsecondary level. Although students can self-

certify on the FAFSA and other institutional forms that they are high school graduates, the school will require additional documentation if there is reason to believe that the high school diploma is not valid. If the school has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the financial aid office will evaluate the validity of the student's high school completion.

CHANGE OF CIRCUMSTANCES

Students are responsible to report any significant changes of circumstances to the Financial Aid Coordinator including enrollment status, permanent address and employment status.

FRAUD

There are severe penalties for falsification of financial aid documents. Willful misrepresentation will be reported to the proper authorities. If a student misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the student will be reported to the Office of Inspector General, U. S. Department of Education.

MASTER PROMISSORY NOTE ENTRANCE/EXIT COUNSELING

Students using Direct Subsidized Student Loans and/or Direct Unsubsidized Student Loans are required by federal regulations to sign the online Master Promissory Note and complete online Entrance Counseling at <https://studentloans.gov> prior to starting a program. Exit counseling sessions must be completed at <https://studentloans.gov> prior to program completion or when a student leaves school. It may be completed any time after the final disbursement. A hold will be placed on the student's records for failing to complete exit counseling.

IN-SCHOOL DEFERMENT

In-School Deferment Request forms for previous student loans received are available from the Financial Aid Coordinator upon request.

DEFAULTED LOAN STATUS

A student in default on a Federal student loan cannot receive further Federal Student Aid funds until the default has been resolved. The defaulted loan can be resolved with several options: repayment of the loan in full, satisfactory repayment arrangements with the loan servicer OR nine (9) full, voluntary payments on time within 10 consecutive months. The WCCC reserves the right to refuse financial aid to any student who has defaulted on a prior Federal student loan. All decisions to deny Federal funding are determined on a case-by-case basis. The WCCC does not make decisions based on the borrower's race, gender, color, religion, national origin, age, disability status or income. The student will be notified in writing of the WCCC's decision to refuse financial aid. Documentation supporting the decision will be maintained in the student's permanent record.

UNUSUAL ENROLLMENT HISTORY POLICY

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Title IV Student Aid Programs. They have done this by identifying financial aid students with unusual enrollment

histories. If a student has received Title IV funding while attending multiple institutions during the last four academic years, the student may be flagged for unusual enrollment history (UEH). While most students have legitimate reasons for unusual enrollment histories, other students enroll in school just long enough to receive cash refunds of federal student aid. These students will often leave school, after receiving their financial aid refund, and repeat the process again by enrolling at another school.

Students with unusual enrollment histories will be flagged on their Student Aid Report (SAR) as having either a **possible** or **questionable** enrollment pattern problem. Once identified as having a UEH flag, the Financial Aid office is required to review the student's enrollment information and determine if academic credit was earned during the last four award years.

Students with UEH flags will be required to provide the Financial Aid office with their official signed academic transcripts from each college from which financial aid was received in the past four award years. As part of the review process, WCCC has the authority to request missing official academic transcripts from the student. The Financial Aid office is able to determine if academic records are missing by reviewing data from the National Student Loan Data System (NSLDS).

Students will be ineligible for financial aid until all required transcripts are received by the Financial Aid office. Once all required academic transcripts are received, the Financial Aid office will review the student's enrollment and financial aid records to determine if academic credit was earned.

Academic Credit Earned: If the Financial Aid office determines that academic credit was earned, and the student is not enrolling just to receive a financial aid refund, no further action is required. The student becomes eligible for financial aid.

Academic Credit Not Earned: If the Financial Aid office determines that the student did not earn academic credit at a previously attended institution, the student will be required to provide additional documentation before eligibility for financial aid can be determined.

Documentation provided by the student must support the following:

1. The reason(s) why the student was unable to earn passing grades; and
2. That the student did not enroll solely for the purpose of receiving a credit balance of financial aid.

Students may include personal and academic reasons to explain their failure to earn academic credit. Personal reasons include: illness, a family emergency, a death in the family, changes in living status, and military obligations. Academic reasons may include unexpected academic challenges, or a determination that the academic program did not meet the student's needs.

The documentation will be reviewed by the Financial Aid office. Students who have lost their eligibility for financial aid will be notified in writing.

Regaining Title IV Eligibility: If WCCC denies a student Title IV aid for Unusual Enrollment History, the student may attend a full-time program without receiving Title IV aid and pay out-of-pocket for the first payment period. At the end of the first payment period, if the student is meeting the requirements of Satisfactory Academic Progress and has signed an approved Education Plan with WCCC, the student could then be considered for Title IV Eligibility for the remaining program hours.

VERIFICATION

Students may be required to provide documentation that verifies the information submitted on the FAFSA website. If both terms begin in the current Award Year, verification for loans and Pell Grants must be completed prior to the start of class. If the process is not completed, the student will be transferred to the next start date or given the option to self-pay. If the second term will begin in a new Award Year (after July 1st), the student may be allowed to begin class and an updated Award Letter will be issued. Verification of the new Award Year FAFSA must be completed prior to the start of Term 2.

The school is responsible for verifying the accuracy of the financial data used to calculate the student's expected family contribution (EFC). If there is an asterisk (*) or (C) next to the EFC number on the SAR, ISIR or other need analysis document, it means that the student has been selected for verification by the U. S. Department of Education. The student will be required to complete a Verification Worksheet and provide requested documentation.

Correction Procedure:

1. Upon receipt of the verification documentation, the Financial Aid Coordinator will compare the information contained on the applicant's original ISIR with the Verification Worksheet and IRS tax return transcript.
2. If it is determined that the applicant has misstated information, the Financial Aid Coordinator will correct the ISIR and submit the corrections to Federal Student Aid.
3. An Award Letter will be prepared based on the corrected EFC.

DETERMINATION OF INDEPENDENT/DEPENDENT STATUS

Federal guidelines dictate an "independent" student from a "dependent" student. You are considered an **"Independent Student"** if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming year
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree
- You are married as of the date you submitted the FAFSA
- You have children that receive more than half of their support from you
- You have dependents (other than children or spouse) that receive more than half their support from you
- You are/were an orphan or ward of the court until age 18
- You are currently serving on active duty in the U.S. Armed Forces (other than training)
- You are a veteran of the U. S. Armed Forces
- You are an emancipated minor
- You are an unaccompanied youth who is homeless or in danger of being homeless

If the student does not meet any of the above criteria, the student is considered a **"Dependent Student"** and parents must complete part of the FAFSA and provide their financial information. In some instances, a student may apply to receive what is called a Dependency Override. Only the Financial Aid Coordinator can make the decision.

PROFESSIONAL JUDGMENT

The law permits the Financial Aid Coordinator a certain amount of latitude to exercise “professional judgment” in making adjustments for some students whose circumstances do not fit into “normal” or pre-planned categories. The Financial Aid Coordinator can assist students on an individual basis and consider special circumstances that might change eligibility. All students are encouraged to bring inquiries directly to the Financial Aid Coordinator.

DISBURSEMENT OF TITLE IV FUNDS

Regulations require that a school send notification to the student when loan funds are being credited to a student’s account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student’s account. This notification must include:

- the anticipated date and amount of the disbursement
- the student’s or (parent’s) right to cancel all or part of the loan or disbursement
- the procedures and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement

Pell Grant and Direct Loan funds will be sent to the school electronically to be credited to students’ accounts. Funds will first be applied to outstanding tuition and fee charges for the term. Any remaining balance from Direct Student Loans will be disbursed to the student. If there is a Federal Direct Plus Loan, funds will be applied to the student’s outstanding tuition and fee charges for the term and any remaining balance will be disbursed to the parent. Funds owed the student will be disbursed within 14 days after funds have been applied to the student’s tuition account.

Disbursement Schedule:

	Disbursement 1	Disbursement 2	Disbursement 3	Disbursement 4
600 Clock Hour Program	Approx. 30 Days After Start	After 300 Clock Hours	N/A	N/A
640 Clock Hour Program	Approx. 30 Days After Start	After 320 Clock Hours	N/A	N/A
720 Clock Hour Program	Approx. 30 Days After Start	After 360 Clock Hours	N/A	N/A
736 Clock Hour Program	Approx. 30 Days After Start	After 368 Clock Hours	N/A	N/A
820 Clock Hour Program	Approx. 30 Days After Start	After 410 Clock Hours	N/A	N/A
900 Clock Hour Program	Approx. 30 Days After Start	After 450 Clock Hours	N/A	N/A
1500 Clock Hour Program	Approx. 30 Days After Start	After 450 Clock Hours	After 900 Clock Hours	After 1200 Clock Hours
1800 Clock Hour Program	Approx. 30 Days After Start	After 450 Clock Hours	After 900 Clock Hours	After 1350 Clock Hours

SELF PAY OPTIONS

Any full time student who is not eligible for financial aid, or enough financial aid to cover the tuition, can make monthly payments to cover the cost of tuition, books, supplies and lab fees. The school

requires the student to complete the Autopay Enrollment and Authorization Form for automatic deductions on the 15th of every month, except for the initial payment which will occur after attendance has been confirmed for day one.

If an automatic payment is declined, the student will incur a late fee of \$25 per occurrence.

FULL-TIME REFUND POLICY

Students who do not complete 60% of an enrollment period may be entitled to a refund based on the following:

Withdrawal	Amount of refund*
On or before the first day of class	100%
0.01% to 10% of the enrollment period	90%
10.01% to 25% of the enrollment period	50%
25.01% to 60% of the enrollment period	25%
60.01% to 100% of the enrollment period	No Refund

***The \$75 registration fee and cost for uniforms, tools and lab kits are non-refundable.**

Percent of enrollment period attended will be measured in hours the student was scheduled to attend. If a student is due a refund, it will be automatically processed and mailed approximately three weeks after the date of withdrawal is determined.

PART-TIME REFUND POLICY

Information Technology & State Tested Nursing Assistant (STNA)

Payment for these programs is due at the time of registration. To receive a refund, students must notify the school if they are unable to attend at least 72 hours prior to the start of the first Information Technology program and 24 hours prior to the start of the State Tested Nursing Assistant class. If the student does not provide the required notice, no refund will be issued.

Career Enhancement Courses (1-599 Clock Hours)

- If a program meets for only one session, a refund is available only to students who notify WCCC of their withdrawal 72 hours prior to the session starting.
- For programs that meet for more than one session and for 20 hours or less, full refunds are available only to students who withdraw at least 72 hours prior to the start of the first class. Students who withdraw after that, but before the second class session begins, will be charged a prorated fee for the first class session. No refund will be available if the student withdraws after the beginning of the second class.
- For programs that are 21-599 clock hours long, full refunds are available only to students who withdraw at least 72 hours prior to the start of the first class. Students who withdraw after that, but before the second class session begins, will be charged a prorated fee for the first class session and a \$25 administrative fee. No refund will be available if the student withdraws after the beginning of the second class.

**STUDENT FINANCIAL AID - RETURN OF TITLE IV FUNDS
(PELL GRANT/FEDERAL DIRECT LOAN)**

1. **Purpose**

When a recipient of Title IV grant aid withdraws from WCCC during a payment period in which the student began attendance, the Financial Aid Office must determine the amount of Title IV grant aid that the student earned as of the student's withdrawal date.

2. **References**

Federal Student Aid Handbook, Chapter 5
Code of Federal Regulations, 34 CFR 668.22
Warren County Career Center Financial Aid Policy
Warren County Career Center Satisfactory Academic Progress Policy

3. **Definitions**

3.1 Competency Hours: A method used by WCCC to measure satisfactory academic progress.

3.2 Enrolled Hours: Hours a student is scheduled to be in class.

3.3 Attended Hours: Hours a student actually attends class.

3.4 Payment Period: A payment period is defined as the number of hours a student must attend and the number of hours of work that a student must complete in 111% of the scheduled hours for that payment period. For instance, if a payment period is 300 clock hours, the student must attend 300 hours and complete 300 hours' worth of work by scheduled hour 333.

4. **Policy**

Within 30 days following notification that a student has withdrawn, the Financial Aid Office will perform a Return of Funds Calculation using the Return to Title IV Form, or the Department of Education's "Return to Title IV" software or a comparably efficient electronic tool.

A withdrawal date will be determined as the date the student submitted an official withdrawal date or in the case of a school initiated withdrawal, the last date the student attended courses. If a student notifies any school official of his/her intention to withdraw, the student is provided an official withdrawal form or one is completed for the student.

5. **Procedures**

a. **Disbursed Payments:** Students are eligible for aid disbursed based on scheduled hours. WCCC Satisfactory Academic Progress Policy requires completion of competency hours before payment of any subsequent disbursements. Therefore, when a student exceeds the amount of attended hours paid but has not earned a subsequent disbursement due to Satisfactory Academic Progress requirements, the student is still considered to be in the prior payment period.

b. **Return to Title IV Calculation:** WCCC will evaluate student withdrawal on a regular basis and calculate a Return to Title IV in a timely manner. All funds will be returned to the student or the Department of Education within 45 days after the school has determined the student has withdrawn.

c. **Post-Withdrawal Disbursement:** If, at the time the student withdraws, it is determined that a late

disbursement of Financial Aid could be made, a Post-Withdrawal Disbursement will be calculated and funds returned to the student as described in 5b.

- d. **Unearned Charges:** If, at the time the student withdraws, it is determined that unearned charges must be returned to the Department of Education, those funds will be returned as described in 5b.
- e. **Institutional Charges:** If WCCC is required to return funds, which leaves a balance owing on the student account, the student will be invoiced and billed for those charges.
 - i. If payment on any outstanding debt is not received within 30 days, the outstanding debt will be forwarded to the Ohio Attorney General for collections.
- f. **Title IV Overpayment:**
 - i. If it is determined, after completion of a Return to Title IV calculation, that the student has an overpayment of Title IV funds, the student will be notified within 45 days of the determination that the student has been overpaid. In addition, WCCC must notify NSLDS using the on-line screens of the student's overpayment status at the same time.
 - ii. After attempting to collect the overpayment (two notifications) and the student fails to return the funds, the school will refer the overpayment to The Department of Education using the NSLDS online services.

SECTION III – ACADEMIC POLICIES AND PROCEDURES

SATISFACTORY ACADEMIC PROGRESS

According to federal and state regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The financial aid office at the WCCC will monitor a student's academic progress as a condition of eligibility for financial aid.

Although attendance and grades are monitored by the Program Coordinator, the official review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, for a 900 clock hour program, official SAP review would occur at the end of 450 scheduled clock hours, regardless of whether or not the student had attended all of those hours. In order for a second disbursement to be issued, students must have completed half the clock hours and half the weeks of the program. **ANY STUDENT NOT MEETING SATISFACTORY ACADEMIC PROGRESS AT THE END OF A PAYMENT PERIOD WILL NO LONGER BE ELIGIBLE FOR FINANCIAL AID. THESE STUDENTS WILL BE RESPONSIBLE FOR THE FULL COST OF TUITION FOR THE REMAINING PAYMENT PERIOD.**

A student is considered to be meeting SAP requirements when the following qualitative (academics) and quantitative (attendance) guidelines are met: Students must maintain a cumulative grade point average of 76% and maintain a 90% rate of attendance.

QUALITATIVE STANDARDS (Academic) - Academic standards will be evaluated by the Program Coordinator at the end of each course

- Students must maintain a cumulative grade of 76% or above.
- Students must be working toward completion on a specific program.

The grading system is as follows:

Percentage	Letter Grade	GPA	Definition
93 – 100	A	4.0	Superior Progress
84 – 92	B	3.0	Excellent Progress
76 – 83	C	2.0	Satisfactory Progress
75 & Below	F	0.0	Unsatisfactory Progress
Incomplete	I	0.0	Student has not completed necessary course requirements in the scheduled clock hour(s)
Passed	P	-	Student has completed necessary course requirements in the scheduled clock hour(s)
Transferred	T	-	Student has transferred credit from another Post-Secondary Accredited Institution
Withdrew	W	-	Student has withdrawn from the course

- The first time a student has a GPA below 76% at an evaluation point, that student will be placed on **Academic Warning** and will be notified in writing by the Student Services Coordinator. The Program Coordinator will meet with the student and outline the steps needed to be removed from this status before the next evaluation point.

- If a student on **Academic Warning** fails to meet the minimum GPA standards by the following evaluation point, they will be placed on **Academic Probation** and they will be notified in writing by the Student Services Coordinator.
- If a student on **Academic Probation** does not reach the minimum GPA by the following evaluation point, they will be **Withdrawn** from the program.
- **For VA students:** If you are withdrawn due to poor academics, a report will be submitted to the VA to terminate your VA Educational Benefits effective on the day of the evaluation. This may create a debt with the VA.

NOTE: If, at any point, it is mathematically impossible for the student to regain good Academic standing by the end of the following evaluation point, that student will be withdrawn from the program.

QUANTITATIVE STANDARDS (Attendance) - Attendance will be taken daily & evaluated every 2 weeks by the Program Coordinator

Students must complete within 111% of the normal length of the program and must maintain a cumulative 90% attendance percentage.

- The first time a student has a percentage of attended clock hours below 90% of their program's scheduled clock hours at an evaluation point, that student will be placed on **Attendance Warning** and will be notified in writing by the Student Services Coordinator.
- A student on **Attendance Warning** who has a percentage of attended clock hours below 90% of their program's scheduled clock hours at the next evaluation point will be placed on **Attendance Probation** and will be notified in writing by the Student Services Coordinator.
- A student on **Attendance Probation** who has a percentage of attended clock hours below 90% of their program's scheduled clock hours at the next evaluation point will be withdrawn from the program.
- **For VA students:** If you are withdrawn due to attendance, a report will be submitted to the VA to terminate your VA Educational Benefits effective on the day of the evaluation. This may create a debt with the VA. The VA will not pay benefits for any needed make-up hours due to poor attendance.

NOTE: If, at any point, it is mathematically impossible for the student to regain good Attendance standing (90% or better) by the end of the following evaluation point, that student will be withdrawn from the program.

PROBATION APPEAL

A student may appeal their Academic or Attendance probation by submitting a letter of explanation to Student Services along with any required supporting documentation within two (2) business days of their Probation. This appeal will be reviewed by Student Services and, in special circumstances, an Academic

or Attendance Probation status may be lowered to Warning status. The decision will be made within one (1) week of receipt of the appeal and is final. Appeals for Academic standards will be limited to one (1) per program. Appeals for Attendance are limited to two (2) per program.

RE-ENROLLMENT

In the event a student has been dropped from the program for Academic and/or Attendance reasons and wishes to re-enroll, all policies and procedures concerning admission to the program set forth in this catalog apply, with the following additional provisions:

1. The student will receive credit for hours successfully completed during their initial enrollment in the program within one (1) year. These hours will count as attempted and earned hours toward their Academic and Attendance totals.
2. Students will only be charged tuition & fees for the remaining hours needed for their program completion.
3. Students may apply for re-admission once per program.

MAKE UP HOURS

Students who are at risk of, or who are not meeting the Satisfactory Academic Progress requirements, may petition the Program Coordinator for make-up hours. If the make-up hours are approved, they must be completed within the time frame established by the Program Coordinator. The student will be charged \$35 per hour of approved make-up time. This fee must be paid prior to the start of the make-up hours.

EXTERNSHIP PLACEMENT

A student may be eligible for an externship placement with the approval of the Program Coordinator. All required documentation must be completed.

To participate in the Externship Program, students must demonstrate Satisfactory Academic Progress and meet all other requirements of the program including behavior. Medical program students must maintain a 100% attendance rate in their externship.

Please refer to the Student Externship Handbook for more information.

LEAVE OF ABSENCE POLICY

The school may grant a student a leave of absence of up to 180 days in any *12 month period, during which time the student is not considered to be withdrawn. Prior to a leave of absence, a student must submit a written, signed, and dated request (available from Student Services), stating the circumstances for the request. The request is approved or non-approved within five (5) school days and the student is notified in writing. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence if the institution documents its decision and collects the written request at a later date.

No additional institutional charges will be generated during the leave. The time frame of the leave of absence will be deducted from the grace period for loan repayment. For example, a student who utilizes

59 days of leave, will have 59 days deducted from the 180 day grace period for loan repayment.

Before returning from a leave of absence, the student must inform Student Services and schedule a meeting with the Program Coordinator to devise a plan of completion. If the student fails to return from an approved leave of absence, he/she will be considered officially withdrawn, and a calculation will be done of tuition owed or refund due to student based on the student's last day of attendance.

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

WITHDRAWAL POLICY AND PROCEDURE

Students planning to withdraw should meet with the Student Services Coordinator to officially withdraw. Students who are unable to physically meet with the Student Services Coordinator should contact the school and complete appropriate paperwork for the Student Services Office, Financial Aid Office, and any sponsoring agency. This procedure is to ensure credit for billing adjustments if required.

In the case of an exit without notice, the last date of attendance is determined to be the final date of class. For those students, the school will use ten (10) consecutive days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of federal funds to the U.S. Department of Education.

Federal Regulations of Withdrawal:

Federal policy states that a student has 150% of the published length of the program to complete all required coursework. Because of our 90% attendance policy, the student must complete the program within 111% of the published length. If a student is unable to complete within this time frame, he/she will be withdrawn from the program.

Students who request to return after a previous withdrawal must meet with the Program Coordinator for orientation and clarification of credit transfer. A student must complete a new registration form. Students must meet the schools admission requirements and pay all of the outstanding charges from the previous enrollment. After review of the transcript of completed courses, the Program Coordinator and instructor(s) may grant credit on a case by case determination.

RETURN OF FEDERAL FUNDS

Federal returns will be made within 45 days of the determination date. If a student has a federal loan, it is his/her responsibility to inform the loan servicer that he/she is no longer in school. It is also the student's responsibility to complete federal loan exit counseling online at <https://studentloans.gov>.

A copy of an official letter of withdrawal including the final date of attendance is given to the student; a copy is also placed in the student file.

SECTION IV –STUDENT RECORDS/COMPLETION/PLACEMENT FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Under authority of the Family Education Right to Privacy Act, the district has established a policy for the release of student and/or graduate information:

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information. The Superintendent is responsible for the proper administration of student records in keeping with State law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A director, coordinator or other qualified school personnel must be present to explain any of the tests or other material. All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student." The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. By prior written consent;
2. As directory information and
3. Under other limited circumstances, as enumerated under administrative regulations. The following rights exist:
 1. The right to inspect and review the student's education records;
 2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
 3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
 4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. (See Administrative Regulations.)

The District proposes to designate the following personally identifiable information contained in a

student's education records as "directory information."

1. Student's name
2. Student's address
3. Telephone number(s)
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Major Field of study
9. Dates of attendance ("from and to" dates of enrollment)
10. Date of graduation

The above information is disclosed without prior written permission, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

RELEASE OF STUDENT RECORDS

Student Records Access

All students shall have the right to review their records. Access must be provided within seven (7) calendar days after the request. Documents or records in the students' permanent file shall be available. The Adult Education Director/Designee shall be present during any review of the student records. Parents of dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

Release of Student Records

Any person requesting a release of student records must contact the Adult Education Director/Designee. The requestor must provide a request and a student release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

Transcripts

Students receive an official transcript in their Career Passport upon completion of their program. They may also request a transcript at any time during or after program completion. Transcript request forms are available in the WCCC Adult Education and Workforce Development office and online through the school's website.

Students may request transcripts online, in person or by phone. If the transcript request is made during the student's enrollment at WCCC, there is no charge. After completion of the program, the student must pay a processing fee of **\$5**.

If the student owes a balance to the WCCC, an "Unofficial" transcript can be released directly to another school.

Note: Transcripts will not be released until all Warren County Career Center fees are paid. Financial aid requirements such as exit counseling must also be completed.

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.

GAINFUL EMPLOYMENT STATISTICS 2017-2018

PROGRAM NAME	SOC CODE	CIP CODE	OCCUPATIONS	NORMAL TIME TO COMPLETE	ON TIME GRADUATION RATE	TUITION & FEES	BOOKS & SUPPLIES	PLACEMENT RATE	MEDIAN TITLE IV LOAN DEBT	BUREAU OF LABOR STATISTICS LINK
Cisco Certified Network Administrator	15-1152	11.0901	Computer Network Support Specialists	10 months	100.00%	\$9,525	\$3,325	75.00%	\$6,756	https://www.bls.gov/oes/current/oes151152.htm
Cosmetology/ Cosmetology Advanced	39-5012	12.0401	Hairdresser, Hairstylist, Cosmetologist/ Salon Manager	15 months / 18 months	100.00%	\$13,975 \$16,525	\$975	94.00%	\$4,988	https://www.bls.gov/oes/current/oes395012.htm
Electrical Power Line Mechanic	49-9051	46.0303	Line Installer & Repairer, Erector, Maintenance	10 months	100.00%	\$10,331	\$2,059	92.00%	\$5,500	https://www.bls.gov/oes/current/oes499051.htm
Electromechanical PLC Technician	49-9040	47.0303	Industrial Machinery Installer, Repair & Maintenance	16 months	100.00%	\$8,288	\$212	78.00%	\$4,750	https://www.bls.gov/ooh/architecture-and-engineering/electro-
Heating, Ventilating & Air Conditioning	49-9021	47.0201	HVAC & Refrigeration Mechanic, Installer, Repair & Maintenance	10 months	100.00%	\$7,344	\$1,506	80.00%	\$6,272	https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-
Heavy Equipment and Site Construction Technician/Heavy Equipment and Site Construction Technician and CDL-A	47-2070	49.0202	Construction Equipment Operator, Construction Trades	4 months / 6 months	100.00%	\$8,9730 \$14,062	\$727	83.00%	\$5,846	https://www.bls.gov/ooh/construction-and-extraction/construction-equipment-operators.htm
Medical Assistant	31-9092	51.0801	Medical Assistant, Medical Support Occupations	16 months	100.00%	\$8,855	\$3,045	89.00%	\$5,500	https://www.bls.gov/ooh/healthcare/medical-assistants.htm
Microsoft Certified Solutions Associate	15-1152	11.1006	Computer Network Support Specialists, Computer User Support Specialists	9 months	100.00%	\$10,704	\$1,446	100.00%	\$0	https://www.bls.gov/oes/current/oes151152.htm
Medical Multi-Skilled Technician	31-9099	51.9999	Healthcare Support Tech, Pharmacy Tech, STNA, EKG Tech, Phlebotomy Tech	13 months	100.00%	\$9,756	\$1,444	100.00%	\$7,769	https://www.bls.gov/oes/current/oes319099.htm
Welding Technician/AWS Certified	51-4122	48.0508	Welding, Soldering, Brazing, Metal Work, Production	10 months	100.00%	\$7,884	\$616	86.00%	\$3,666	https://www.bls.gov/oes/current/oes514122.htm

*Data obtained from state reporting

Rev 4.4.18

PLACEMENT AND FOLLOW-UP

Adult students enrolled in full-time programs as well as graduates of these programs will be assisted in placement activities in a variety of ways. Employability Skills and Financial Literacy are included in each program. These include, but are not limited to, creating a resume, participating in mock interviews, and online job searches. Students have access to WCCC Job Placement on the web site (www.mywccc.org).

When a student obtains employment, either during training or following completion, the student is requested to provide the following information to the Program Coordinator, instructor or office personnel: employer name, address, phone number, immediate supervisor, job title, hourly wage, hours per week worked, and start date.

Throughout the year, students who completed or withdrew during the previous 12-month period are contacted by mail or phone to determine current employment status. Students will be asked to complete an information-sharing form at the time of enrollment so that post-program employment can be tracked through state employment records.

Students are encouraged to complete the Alumni Registry before completion of course/program. The registry can be completed by going to www.mywccc.org and clicking on "Alumni". After registering initially, students should continue to update the Alumni Registry as needed.

CERTIFICATE OF COMPLETION

A student is considered a "Completer" and will be awarded a certificate of completion if he/she has met the attendance and academic requirements, and completed all financial obligations. The academic and attendance requirements are 90% attendance and 76% grade average in each required course as included on the student transcript.

CAREER PASSPORTS

The Career Passport is a portfolio containing formal documents and describes the marketable skills of the career technical student who has completed his/her program. It is designed to assist students in making the transition from school to work, job seeking and career planning by presenting skills and knowledge acquired while enrolled with WCCC.

To be eligible for a Career Passport, a student must satisfactorily complete his/her training program and meet all financial obligations to the school including Exit Counseling. These requirements must be met before the student's completion date.

SECTION V-STUDENT CODE OF CONDUCT

Students learn best in an atmosphere of mutual acceptance and trust, one that promotes a safe and inclusive atmosphere conducive to student success. Rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law. In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order at WCCC. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others of their basic rights, creates a hostile environment for others or violates rules as stated in the Student Code of Conduct. The Student Code of Conduct applies for all locations of the Warren County Career Center: Main Campus, Greentree Health Science Academy, Scarlet Oaks – Electrical Power Line Mechanic Program and Upper Valley Career Center – Electrical Power Line Mechanic.

Each student shall be expected to:

- abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education
- abide by federal, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to staff and fellow students
- be prompt to school and attentive in classwork
- cooperatively work with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

Violation of the student code of conduct will result in temporary removal, written reprimand, and/or dismissal from the program.

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code which outlines the conduct for which a student may be removed from an activity, be suspended or expelled from school

STUDENT DISCIPLINE CODE

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action.

It is the school's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation.

A behavior or specific action that may not be listed in the student discipline code, yet violates the discipline code, can be a cause of disciplinary action.

CATEGORY A

Students behaving in a manner as described in Category A will be suspended from school for three school days and will be recommended to the Director of Adult Education for dismissal.

FIREARMS: A student shall not bring a firearm to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device; (See 18 U.S.C.A. Sections 921-924). "Destructive device" means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine, or device similar to any of such devices. A student committing this violation will be expelled for a period of up to one calendar year. The Director of Adult Education will consider the recommendation for dismissal based on the following:

1. The student has not had a record of re-occurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate a suspension is sufficient disciplinary action

KNIVES: A student shall not possess, transmit, use, or conceal a look alike weapon, including but not limited to, a knife, gun, or a device that could be considered a look alike weapon.

CATEGORY B

Students behaving in a manner as described in Category B will be suspended from school for three (3) school days and recommended to the

Director of Adult Education for dismissal. The school may refer these cases to the proper legal authorities.

ACADEMIC DISHONESTY: A student shall not act or behave in a way that is consistent with cheating. All students must practice academic integrity.

ARSON: A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

ASSAULT: A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

COUNTERFEIT CONTROLLED SUBSTANCES

AND/OR RELATED TOOLS: A student shall not possess, use, transmit, conceal, or sell counterfeit controlled substances or related tools as defined in Amended House bill 535.

DANGEROUS WEAPONS/OBJECT:

A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but is not limited to: a chain, club, metal knuckles, explosives, noxious irritation, poisonous gases, poison or firearm (not within the definition in Category A-1 Firearms) and any other items that could be considered a dangerous weapon or object capable of inflicting bodily injury.

FALSE ALARMS: A student shall not initiate an alarm for fire, impending bomb explosion, or other catastrophe without just cause.

FIREWORKS AND EXPLOSIVES: A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA: A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs, alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

UNAUTHORIZED ENTRY: A student shall not enter a school building, or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

CATEGORY C

Students behaving in a manner as described in Category C may be suspended from school for one to three school days. Serious and/or further violations may result in dismissal.

DEFIANCE: A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked.

DESTRUCTION OF PROPERTY: A student shall not cause or attempt to cause damage to school or private property.

DISRESPECT: A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

DISRUPTION OF SCHOOL: A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.

EXTORTION: A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

FIGHTING: A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

GROSS IMMORALITY: No student shall commit any acts of gross immorality on school property or during school events. No student shall engage in sexual acts on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events.

HARASSMENT: A student shall not plan, encourage or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, and/or sexual harassment and domestic violence. All persons associated with this district are expected to conduct themselves at all times in a non-sexually harassing manner. Any person who engages in sexual harassment will be in violation of this policy. Prohibited sexual harassment includes, but is not limited to, slurs, stalking, verbal, non-verbal or physical conduct of a sexual or harassing nature.

HAZING: A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

PLAGARIZING: It is expected that all students deliver original work. Where others' ideas or words are used, citations must be included. Plagiarism of any kind will not be tolerated. There are civil and criminal penalties for violation of federal copyright laws.

RECORDS: A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

SEARCH: No student shall refuse, impede, hinder, obstruct, or otherwise interfere with search.

STEALING: A student shall not take or acquire the property of others without the consent of the owner.

CATEGORY D

Students behaving in a manner as described in Category D may be suspended from school for one to three school days. Repeated violations may result in dismissal.

CLASS DISRUPTION: A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

FAILURE TO ATTEND SCHOOL: A student shall comply with the established attendance procedures.

PROFANITY/OBSCENITY: A student shall not use profane or obscene language or gestures.

RESTRICTED AREA: A student shall not enter a closed or restricted area without administrative or staff approval.

RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS: A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

STUDENT AUTOMOBILES/PARKING LOT: Use of the parking lot is a privilege. A student shall comply with the parking lot regulations.

TARDINESS TO CLASS: Students are expected to comply with established procedures.

SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS: A student shall not smoke or use tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking on school property in accordance with Chapter 3794 of the Ohio Revised Code. To report violations call 1-866-559-(OHIO) 6446.

E-CIGARETTES: The Board prohibits the use or possession of electronic cigarettes by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

AIDING/ABETTING: A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student.

REPEATED VIOLATIONS OF SCHOOL RULES: A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct.

SCHOOL PROPERTY:

School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

STUDENT ACTIVITIES:

A student shall comply with the rules and regulations of said club, organization, department and/or school.

STUDENT CONDUCT COMPLAINT PROCEDURES

Any student, faculty member, staff member or administrator may file a formal complaint against a student alleging a violation of the Student Code of Conduct. A formal complaint may be filed by using the online reporting form at www.mywccc.org under topic "Campus Security", calling in at (866) 547-8362, or contacting Student Services.

All formal complaints will be referred to the Director of Adult Education, or his designee, for investigation, mediation and/or possible resolution. The Director, or his designee, will conduct an investigation and endeavor to complete the investigation within five (5) working days after the receipt of the complaint. If the investigation results in a determination that a violation occurred, the Director will schedule a conference with the parties involved, either separate or together, depending on the circumstances. The student will be notified in writing of the date, time and location of the Student Conduct Conference. Following the Student Conduct Conference, the Director, or his designee, will decide whether the student violated the Student Code of Conduct and determine disciplinary action, if any, up to and including dismissal.

The Director of Adult Education shall take action on the formal complaint within five (5) working days after the receipt of the complaint, 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

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

The Director of Adult Education, or designee, shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

If a student commits a crime while under the school's jurisdiction, (s) he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DISCIPLINE OPTIONS

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to or from school, at any school-sponsored activity on or off school grounds, a violation on the part of a student or any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, administrative conference, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school.

DUE PROCESS RIGHTS

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours) suspension, or expulsion. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the

intended suspension.

2. Provide the student an opportunity to appear at the informal hearing before the designated administrator, superintendent or superintendent's designee, and challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Provide the student the right to appeal to the Board of Education's designee and be represented.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Director of Adult Education will make a decision whether or not to suspend. If a student is suspended, he/she will be notified, in writing within one day, of the reason for and the length of the suspension. A suspension for a period of two (2) days or more may be appealed by scheduling an appointment with the Superintendent within ten days after receipt of the suspension notice.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Warren County Career Center Board of Education. Within ten (10) days of the Superintendent's hearing, a letter addressed to the Board President must be delivered to the Superintendent's office.

When a student is suspended, he/she may make up work missed while on suspension without credit.

Dismissal from School

When a student is dismissed, the student will receive a formal letter of notification. Students being considered for dismissal may or may not be removed immediately.

A student has the right to appeal the decision in writing to the Superintendent of the WCCC, who will hold a formal hearing at the student's request and issue a written decision. The student has a right to representation at that hearing, and will be presented with the evidence supporting the dismissal. A decision of the Superintendent to uphold dismissal may be appealed to the Warren County Career Center School District Board of Education or Designee within ten days after the student is in receipt of the decision. The student has a right to request a hearing before the Board of Education/Designee, and may have representation present during that hearing. The Board/Designee may vacate, uphold or otherwise modify the decision.

Permanent Exclusion

When a student is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon
- drug trafficking
- murder, manslaughter, assault or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

This process is formal and will usually follow a dismissal and the proper notification to the student. WCCC makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent or vulgar
 - 2. advertises any product or service not permitted to minors by law
 - 3. intends to be insulting or harassing
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event

- B. Materials may not be displayed or distributed during class periods or during passing times between courses. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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 within 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 WCCC'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. WCCC 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.

CAMPUS 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.

WCCC's Annual Security report with our policies, procedures and crime statistics for the last three (3) years are disclosed and explained on the following pages.

In Case of an Emergency

For emergencies, WCCC phones are set to dial **911** without need for any other digits. WCCC 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 WCCC 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 <http://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

EMERGENCY AND EVACUATION PROCEDURES

Procedures for Immediate Emergency Response and Evacuation

The WCCC maintains an Emergency Operations Plan with the Ohio Department of Education and the Ohio Attorney General's Office. This plan is fully compliant with the requirements of both agencies. The plan is available to staff via on-line software as well as hard copies kept in each building of the district. Per Ohio Revised Code, Fire Drills, Tornado Drills and Safety Drills are conducted throughout the year to meet state requirements. All staff receive training on the Emergency Operations Plan and the Incident Command System annually.

Fire Drills

The District has established fire drill procedures. The basic rule on fire drills is to evacuate the building. Each year, the state fire officials and the local fire department inspect the building for safety procedures and fire hazards.

Fire Drill Instructions and maps are posted in all classrooms and offices. After exiting the building, accountability for all students will be conducted by the instructor. Students will be instructed about tornado drill procedures by their instructors. In the event of a storm warning, students are to move to the interior of the building near an inside wall away from windows and outside doors.

Emergency Evacuation

In the event of a need for an emergency evacuation, all staff, visitors and students are notified via the fire alarm system, building intercom system and /or the building-wide phone system. Students, visitors and staff are required to evacuate the building in an expedited manner, meeting at a remote area on the school ground for accountability to be monitored. No one is permitted to return to the building until an all-clear is issued.

Shelter-In-Place

In the event of a situation that requires students and staff to shelter-in-place, an announcement is made over the building intercom and phone system, with instructions given to all building occupants. In the event of a shelter in place, all staff, visitors and students will remain in a safe location until the all-clear is issued.

A.L.I.C.E

For active shooter situations, the WCCC has adopted the A.L.I.C.E. program. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter, Evacuate. With a threat of an active shooter, students and staff will base their decision to evacuate or lock-down based on information received about the intruder, especially the intruder's location in proximity to their area. Constant updates to students, visitors and staff are given through the emergency communications systems. If evacuation occurs, students, staff and visitors will move well away from the affected area and accountability will be assessed.

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. Staff and students have an electronic photo card for entry into the buildings. Sign-in & sign-out through the Lobbyguard system in the front office is required for non-regular students, staff or other visitors. Campus security personnel have the authority to evict unauthorized persons from the campus premises and will notify local police of all actual or suspected criminal activities, including trespassing.

Timely Warnings

WCCC 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 WCCC'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. WCCC 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. WCCC 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 WCCC 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	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018
Total Enrolled	308	355	406	458	225	145
Total Completed	283	318	382	338	200	116
Percentage Completed	91%	90%	94%	74%	89%	80%

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 WCCC is committed to providing quality education in a safe environment. For the full campus report go to:

<http://www.mywccc.org/Downloads/2017%20Campus%20Safety%20and%20Security%20Report2.pdf>

WARREN COUNTY CAREER CENTER - 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

WARREN COUNTY CAREER CENTER - 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

WARREN COUNTY CAREER CENTER - 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

**WARREN COUNTY CAREER CENTER - 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

**WARREN COUNTY CAREER CENTER - 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

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 WCCC 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, WCCC 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 expressly 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 also expressly 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. WCCC 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. WCCC 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) 933-3959. 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 M-F from 8 AM -2 AM, and Weekends from 11 AM -2 AM)

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 WCCC have the right to an environment free of sexual harassment and intimidation, not only by persons in positions of power, but by any WCCC 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. WCCC 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 nonforcible** 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: (800) 799-7233 (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.

COMPUTER ACCESS OR COPYING

Students have access to the internet. The WCCC Technology Department issues unique and secure log-in credentials by e-mail to each student. Student e-mail addresses are submitted on the registration form and entered into the student data base.

It is illegal to access another's computer account without permission. Permission to access another's account must be in writing and must include the instructor's signature as authorization. Entering and/or reproducing any information that is not directly related to the instructional assignment is strictly prohibited. It is the policy of the district that a student cannot interfere with the operation of school business. Unauthorized access, entering unauthorized information, and/or reproducing unauthorized information/material falls under this policy. Students are not permitted to bring, install, or use unauthorized software for use on any school computer.

All students using computers with internet access must sign the Computer Network and Internet Agreement regarding proper computer and internet use.

COMPUTER NETWORK AND INTERNET (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis

for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program. Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to Minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, all students must read the Acceptable Use and Internet Safety Policy and submit a properly signed agreement form. Students and staff are asked to sign an agreement each year after reviewing the policies and regulations of the District.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess cost and attorney's fees. For details, see Title 17, United States Code, Sections 504 and 505.

**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.](#)