



Four County Career Center
Adult Workforce Education
22-900 SR 34
Archbold, OH 43512
July 1, 2018 – June 30, 2019
Annual Campus Security
&
Fire Safety Report

The 2019 Annual Campus Security Report begins on page 33

The 2019 Annual Fire Safety Report begins on page 55

TABLE OF CONTENTS

A.	Introduction	4
1.	Geography of Four County Career Center	5
2.	Phone Numbers—Agency	6
3.	Campus Security Personnel & Important Contacts	7
4.	Surveillance Cameras	7
5.	Emergency Operations Plan	7
6.	Coordination with Emergency First Responders	8
B.	Timely Warnings Policy	9
1.	Methods to Inform Students and School Community	9
C.	Crime Notification & Reporting Procedures	10
1.	The Federal Campus Sexual Assault Victim's Bill of Rights	11
2.	Voluntary Confidential Reporting	11
3.	Procedures, Rights, and Policies to be Followed in Response to Cases of Reported Sex Offenses, Relationship Violence and Stalking	12
4.	Filing a Complaint	13
5.	Investigation	13
6.	Resolution of Investigation	14
7.	Hearings	14
8.	Available Options in Living and Academic Arrangements	14
9.	Procedures in the Event of a Reported Sexual Assault	14
10.	Seeking Assistance	16
11.	Seeking Medical Attention and Maintaining Evidence	16
12.	Legal Issues	17
13.	Title IX Coordinator	17
D.	Programs to Prevent Sexual Assault, Dating Violence, and Stalking	18
1.	Crime Prevention Programs for Students	18
2.	Crime Prevention Programs for Staff	18
3.	Rights of Survivors and Prevention of Sex Offenses	18
4.	Personal Responsibility	19
5.	Risk Reduction Strategies	19
6.	How to Recognize Sexual Assault	21
7.	Bystander Intervention	23
8.	Tips for Intervening	23
9.	The Bystander Intervention Playbook	24
10.	Crime Definitions	24
11.	Sexual Harassment Definitions and Procedures for Reporting	28
12.	Risk Reduction for Sex Offenses, Relationship Violence or Stalking	29
E.	Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense	30
1.	Student Due Process Rights	31
2.	Disclosures to Alleged Victims of Violent Crimes or Non-Forcible Sex Offenses	31
3.	Sex Offender Registration	32
4.	Sanctions for Sex Offences	32
5.	Crime Statistics—Reportable Areas	32
F.	Crime Statistics for 2016, 2017, 2018	32
1.	How to Obtain a Copy of the Report	33
2.	Crime Statistics Report for 2018	33
3.	The Violence Against Women Reauthorization Act of 2013 Statistics Report	33

4.	Additional Resources	34
G.	Emergency Operations Plan and Drills	35
1.	Buildings and Grounds Security	37
2.	Surveillance Equipment	37
3.	Toxic Hazards	37
4.	Asbestos Hazards	38
5.	Occupational Exposure Training	38
6.	Other Conditions Injurious to the Safety or Health of Building Occupants	39
7.	Bloodborne Pathogens	39
8.	FCCC Emergency	40
9.	Testing and Documenting the Emergency Response System and Evacuation Procedures	40
H.	Drug Prevention Program	43
1.	Drugs and Alcohol (Drug-Free School and Community Act of 1989) Biennial Review Policy	43
2.	Student and Employee Compliance with Four County Career Center Drug and Alcohol Policies	43
3.	Standards of Conduct	43
4.	Student Standards of Conduct	44
5.	Student Discipline Code of Conduct	44
6.	Alcoholic Beverages & Legal Sanctions	46
7.	Underage Consumption, Purchasing or Possession of Alcohol	46
8.	Ohio OVI and OVAUC Defined	46
9.	Chemical Testing	47
10.	OVI and OVAUC Penalties	47
11.	Administrative Penalties	47
12.	OVI	47
13.	Illegal Drugs & Legal Sanctions	49
14.	Students Must Abide by the Following Policies	50
15.	Four County Career Center Student Sanction	50
16.	Links to State Laws, Penalties and Sanctions for Drug Offenses	53
17.	Substance Abuse Resources	56
I.	Four County Career Center Fire Safety Policy and Procedures	58
1.	Purpose	58
2.	Fires Statistics-On Campus Housing	58
3.	Fire Drills/Alarms and Emergency Evacuation	58
4.	Fire Safety Equipment	58
5.	Smoking on District Property	58
6.	Tobacco Use by Students	59
7.	E-Cigarettes/Vaping	59
8.	Reports Available	60

A. Introduction

The primary goal of The Clery Act is to provide students and their families with accurate, complete and timely information on campus safety so they can make an informed comparison of their higher education options. Four County Career Center's (FCCC) policies relating to The Clery Act and the institution's crime statistics are found in this document and on the Adult Education Webpage.

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This Act required all colleges and universities participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, 2000 and 2013. The 1998 amendments renamed the Act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

Commonly known as "The Clery Act", the legislation requires to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. The Clery Act also requires institutions to collect statistics on crimes that occur on campus and to report the statistics to the campus community, prospective students and their families and the Department of Education.

More information on The Clery Act is available on the Clery Center's website at www.clerycenter.org.

The Clery Act was amended again in 2013 to address growing concerns regarding sexual assault, domestic violence, dating violence and stalking incidents on campuses nationwide. This amendment occurred through the reauthorization of the Violence Against Women Act (VAWA), and more specifically under VAWA's Campus Sexual Violence Elimination Act (or "Campus SaVE Act") provision, Section 304. This amendment requires expanded crime reporting obligations and the implementation of specific policies, procedures, and training related to sexual violence and intimate partner violence.

In compliance with the act, the Financial Aid & Program Assistant is responsible for compiling, creating and distributing this information via email to all students and staff by October 1 of each year in the Campus Security Report. This document can also be found on the Adult Education Website at:

http://www.fourcounty.net/base.cfm?page_id=1780

Federal law requires institutions of higher learning to annually inform students and employees about its safety programs and crime statistics. Statistics are gathered from the Four County Career Center Guidance office as well as the local sheriff's department.

The following information is included:

- Campus policies regarding procedures for reporting on-and-off campus crimes and emergencies and FCCC Adult Education's response to such reports (pp. 12-16)
- Information regarding security of and access to campus facilities and security issues in FCCC facilities (pp. 6-9, 35-40)
- Emergency response and evacuation policy and procedures, including timely warnings policy (p. 9, pp. 35-40)
- Current law enforcement policies, including the authority of security personnel, the relationship with municipal law enforcement departments and policies encouraging the reporting of crimes (pp. 6-11)
- A description of crime prevention programs (p. 18)
- Campus policy on the possession, use and sale of alcohol and illegal drugs (pp. 42-45)
- A description of the drug or alcohol abuse education programs (pp. 42-45)
- A description of programming aimed at prevention of sex offenses and procedures to follow when an offense occurs and the list of sanctions that may be imposed (pp. 11-31)
- Statistics of the reports of certain crimes and arrests (pp. 33-34)
- Safety tips and crime prevention information (pp. 18-29)

You may request a paper copy of this report by calling Four County Career Center Adult Education Office, 419-267-2703.

Your Right to Know! If you need information regarding sexual predators in the vicinity of Four County Career Center, go to Henry County Sheriff:

http://www.communitynotification.com/cap_main.php?office=55196

1.) Geography of Four County Career Center

Four County Career Center (FCCC) is located in a rural section of Henry County, Ohio. The full campus is situated in one permanent building. There are four parking areas. The faculty and staff parking areas are located to the southeast and southwest of the center building and is unfenced.

A site plan and floor plans of the buildings annotated with fire alarm pull stations, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs are included at the end of this plan as Appendix A. Maintenance and custodial staff are required to know these locations as well as how to operate the utility shutoffs.

In November, 2014, some Adult Education Classes are being held in a rented space at Arrowhead Office Complex in Maumee, OH. Because this location was opened late in 2014, statistics are not required to be reported on this location until 2016.

Security Information

Four County Career Center strives to ensure the safety and security of all students, staff, and guests to the facility while maintaining a positive and productive learning environment.

During the school day from 9:00 AM – 3:00 PM all exterior doors are locked and visitors must receive permission to enter by pressing a call button located outside each door. The person answering the call can view the visitor through a security camera feed on their computer screen. Visitors need to state their name, reason for entry, and/or who they are here to see.

2.) Phone Numbers – Agency

Any Emergency – Call 911

(If using a school phone, dial “8” first for an outside line)

Agency	Emergency Number
Henry County Sheriff's Office	419-592-8010
Ohio State Highway Patrol	419-599-0991
Archbold Fire Department	419-445-9506
Ridgeville Fire Department	419-267-3344
Electric	888-544-4877
Water	419-445-2506
Ohio Gas	800-331-7396
Ridgeville Telephone Company	419-267-5185
Poison Control Center	800-222-1222 Nationwide
American Red Cross (Toledo)	419-329-2900
Henry County Hospital	419-592-4015 Emergency Room: 419-591-380
Fulton County Health Center	419-335-2015 Emergency Room: 419-330-2626
Henry County Health Department	419-599-5545
Henry County Emergency Management Agency	419-599-5827
Henry County Children Services	419-592-4210

3.) Campus Security Personnel & Important Contacts

<u>Situation</u>		<u>Action</u>
Blood & Bodily Fluids	Notify Administration Call 9000	Secure area. Wash hands.
Bomb Threat	Call 2203	If evacuation is ordered, avoid use of cellular phones, portable radios, pagers, etc. Do not turn off lights.
Child Abuse/Neglect	Call 3500	Contact Children Services and/or Henry County Sheriff
Fire & Explosion	Call 2203 and/or 911	Follow posted procedures to evacuate.
Hazardous Materials Emergency	Call 2313	Evacuate students in area. Notify Administration.
Hostage Situation	Call 2203 or 911	Evacuate students in area if possible. Notify Administration.
Intruder/Unauthorized Visitor	Notify Deputy Bob Bartz Call 2203	Direct/escort subject to office.
Lock-down/ Procedures ALICE	Call 2203 or 911	Remain in assigned areas, lock doors, turn out lights and move to secure area of room or invoke ALICE procedures as instructed.
Suicide/Suicide Attempt	Call 2701	Notify Administration.
Tornado/Severe Weather		Follow posted procedures to designated safe areas.
Weapon	Call 2203	Notify Administration/Deputy Bob Bartz

4.) Surveillance Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action and are for view by authorized school officials only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

5.) Emergency Operations Plan

FCCC does not employ campus security personnel; however, there is a Henry County Sheriff's Deputy on campus when school is in session. Any crimes that do occur on campus should be reported to FCCC administration immediately or the Sheriff's Deputy and they will document the incident and proceed as necessary. FCCC has a working relationship with local and state law enforcement, but does not have any formal agreement for the investigation of alleged criminal offenses. In addition, multiple safety measures have been initiated and are implemented on a continuous basis through the Emergency Operation Plan (EOP).

The purpose of the EOP is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the Center's employees and students. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that the school has established guidelines and procedures to respond to incidents/hazards in an effective way.

Four County Career Center has created an EOP in order to provide a safer learning environment for the students, faculty and staff. This plan is an integral element of this Center's operation. This EOP is tailored to meet the particular needs of this school and its educational facility. The purpose sets the foundation for the rest of the school EOP. The Basic Plan outlines the administration's approach to crisis management and operations. It provides general guidance for crisis management activities and an overview of the Center's methods of prevention, protection, mitigation, response, and recovery. The plan describes crisis response organization and assigns responsibilities for various tasks. This plan is intended to empower employees in crisis and clarify crisis roles during a response. It is also intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all school officials, staff members, and students. The primary audience for the document includes the school administrators, staff tasked within the document or annexes, crisis management staff, leaders of local volunteer organizations that support crisis operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

6.) Coordination with Emergency First Responders

Various agencies and services will be involved in responding to school incidents, including emergency responders from our local law enforcement, safety, fire, and emergency agencies, as well as mental health and other community organizations. An important component of the School EOP is advanced planning with the various federal, state, and local agencies and community service providers to aid in timely communication and response to an incident. Advance planning does not currently include written agreements to help coordinate services. If mutual aid agreements are created in the future, a copy will be maintained with other important documents related to this safety plan.

This EOP is necessary in order to provide faculty, staff, students, key stakeholders and visitors an understanding of how we, as a school community, intend to deter crises, prepare for crisis, respond to crisis when one occurs, and how we intend to recover from a crisis as quickly as we can while mitigating injury and damage as best as feasible.

Administration and local law enforcement agencies work together to provide crime prevention, safety awareness, response procedures, and continuous training to achieve the highest level of readiness possible in the event of an emergency.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires postsecondary schools participating in Title IV financial aid programs to prepare and publish an annual security report containing policies and statistical information of crimes that occurred on campus and on public property within

and immediately adjacent to school-owned buildings and property. Four County Career Center is required to disclose statistics that are reported to the institution as well as to local and state law enforcement agencies. This report will contain data for calendar years 2013, 2014, and 2015. The purpose of this report is to provide access to reported crimes and arrests, while also outlining policies and describing procedures essential for sustaining a safe and secure campus environment for all.

Crime statistics reported to designated campus officials, and local law enforcement agencies are included in this report. These statistics are on page 33 of this report.

B. Timely Warnings Policy

In the event that a situation arises, which includes but is not limited to notification of crimes on campus property, non-campus property, or property immediately adjacent to and accessible from the FCCC campus that, in the judgment of the Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued to the entire institution. The warning will be issued through a district-wide communication to students, faculty, and staff, which may occur via email or the telephone alert system, and/or the public address system.

1.) Methods to Inform Students and School Community

- Campus Public Announcement System
- Telephone System
- Campus Email
- Local Radio Stations
- Local Television Stations

Anyone with information warranting a timely warning should report the circumstances to the school administration, by phone at 419-267-3331, or in person at the Adult Education Office.

Timely warnings may be issued through district-wide email notification to students and staff as well as through the telephone alert system. Alerts will also be broadcast on the public address system concerning pertinent information and response actions. The public address system allows internal communications to be conveyed to the entire building. If necessary, critical information and updates will be released on the Four County Career Center website, www.fourcounty.net. Students, staff, and guests are strongly recommended to contact the school at 419-267-3331 for emergencies or crimes in progress. Fires and medical emergencies should be immediately reported to 911.

FCCC administration is responsible for preparing the timely warning notice when a crime is reported or brought to the attention of FCCC that represents a continuing threat to FCCC students and employees. Information may come from law enforcement authorities or other sources. Every effort will be made to distribute an alert as soon as possible after a determination that a crime(s) represent a continuing threat and subject to the availability of accurate facts concerning the incident(s).

Timely warning notices may contain requests for information about the incident that may lead to arrest and conviction of a perpetrator and may contain crime prevention tips and

safety information. These warnings will be numbered sequentially beginning January 1 of each year and will not contain the name of a crime victim. The notices may include:

- Details of the crime

- Description of the suspect(s), if known, including photo or composite drawing, if available

- Information about who to contact about the investigation

- Crime prevention tips, safety strategies, and/or community safety resources

- Possible connection to previous incidents, if applicable

- Date and time of the notice

- Any other relevant and important information about the crime(s)

- Actions taken by public safety officials in response to the crime(s)

If some of the above information could compromise an ongoing law enforcement investigation, it may not be included in the notice. The timely warning notices may be updated if new or additional information becomes available. Timely warning notices will be distributed by email and are available upon request. Fliers may be posted and distributed if warranted. The print and radio media may be contacted as well.

C. Crime Notification & Reporting Procedures

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the school administration, Deputy Bob Bartz located in Room D114 at FCCC and local police in a timely manner. This includes situations where the victim of the crime elects to report a crime or is unable to make such a report. Delaying the reporting of incidences could cause a delay in the timely warning of criminal activity through emergency notifications as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).

If assistance is required from the Henry County Sheriff's Office, the school will contact the appropriate law enforcement agency. If a sexual assault or rape should occur, staff on the scene, including security, will offer the victim a wide variety of services.

Crimes occurring on campus should be reported to emergency authorities by calling **9-1-1**, or 419-592-8010, and crimes occurring off campus should be reported to the police by calling **9-1-1** or 419-592-8010. Ohio law requires that persons who have knowledge of a felony to report the crime to the police (R.C. 2921.22). Failure to report a crime may itself be a crime. FCCC strongly encourages all persons to report criminal activity to law enforcement. Information on criminal behavior also may be reported to any FCCC administrator, a guidance counselor, or the Title IX coordinator.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged to do so if and when they deem it appropriate to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The FCCC Annual Security Report is the result of many people on campus. No formal police report is required for a crime to be included in the statistics. Every effort is made to ensure that all persons required to report do so, and that statistics are as accurate and complete as possible. Information included in the annual report is reviewed for accuracy, completeness, and readability.

If you have any questions or concerns about any of the statistics and information in this report, please contact Angie Fahy, Financial Aid and Program Assistant, Adult Workforce Education, phone 419- 267-2282, or email at afahy@fcanywhere.net.

The Four County Career Campuses will not retaliate, intimidate, coerce, threaten, or otherwise discriminate against any individual for exercising the rights and responsibilities provided by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act.

1.) The Federal Campus Sexual Assault Victim's Bill of Rights

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

2.) Voluntary Confidential Reporting

Should the victim of a crime decide not to pursue action at Four County Career Center or the criminal justice system, he or she has the opportunity to file a confidential report. With the victim's permission, the administration can file a report on the details of the incident while keeping identity confidential. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The Henry County Sheriff's Office encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. It is important to remember that because police reports are public records under state law, the Sheriff's Office cannot hold reports of crime in confidence.

Ohio's public records law (R.C. 149.43) generally does not permit FCCC to promise confidentiality to those who report crimes to anyone but counselors, or under certain circumstances, to a physician or a nurse at a hospital or other appropriate medical setting. Some off-campus reports also may be legally confidential (reports to clergy or health care professionals.) Reports that are confidential by law will not be reported to FCCC for inclusion in the annual crime statistics report.

FCCC understands that reporting a crime may involve releasing sensitive information. Subject to Ohio's public records law, FCCC will use such information and disseminate it consistent with the need to conduct an appropriate investigation, provide assistance to survivors, and perform other functions of FCCS in accordance with law.

The use and release of personally identifiable information (PII) from an education records of a student is governed by the Family Education Rights and Privacy Act (FERPA), and FCCC uses and discloses information in accordance with that law and FCCC policy.

3.) Procedures, Rights, and Policies to be Followed in Response to Cases of Reported Sex Offenses, Relationship Violence and Stalking

Procedures and Responses for reporting Sexual Assault

Suggested actions for students when reporting a sexual assault:

1. The first priority should be to get to a place of safety. Get in contact with a friend, family member or individual who can provide immediate help.
2. Next, obtain necessary medical treatment. If an individual is uncertain about whether or not they want to report what has occurred, they can still have evidence collected. If an individual wants to have evidence collected, it is best not to bathe and to take the clothes they were wearing at the time of the assault. In cases of sexual assault or severe injuries, the police will be called by the hospital. The survivor may decide if they want to speak to the police at that time to officially report what has happened.
3. Information on the importance of evidence preservation: It is strongly recommended that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation: within the first 96 hours is the best time for evidence to be collected, although it may be collected after this time frame. It is not necessary for evidence to be collected for a case to be reported. It is easier to investigate and prosecute cases that have physical evidence, but it is not impossible to go forward without it.
4. An assault should be reported directly to a school counselor, any FCCC administrator and/or the Henry County Sheriff.
5. FCCC personnel will assist the survivor with notification to the authorities if requested by the survivor.

Filing a police report with Henry County Sheriff will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling. Survivors may contact the Rape Crisis Hotline (1-800-888-6161).

Any employee is legally obligated to report to the appropriate law enforcement agency if a student reports that a rape or "date rape" has occurred even if it occurred out of

school. Four County Career Center will cooperate with local police and laws enforcement agencies pertaining to any and all sexual assaults reported as occurring on-campus.

Survivors will be informed by a school counselor or FCCC Administrator about existing counseling, mental health or student services on and off campus and promptly provide contact information to them.

Survivors will be informed of their ability to request a change in academic location or services and will be accommodated to the extent possible.

4.) Filing a complaint

Victims of dating violence, domestic abuse, sexual assault, or stalking may file a complaint with the Title IX Coordinator when the alleged perpetrator is an FCCC student. Complaints may be made in person, by email, or by phone. Once a complaint is filed, an FCCC administrator will conduct an investigation.

Note: Students who are survivors of sexual assault have the right to initiate criminal and civil investigations and possible prosecution of an assailant as well as initiate a disciplinary and investigation procedure with FCCC. FCCC will assist a survivor upon request in contacting law enforcement and assisting a survivor understand their options for reporting sexual assault.

5.) Investigation

FCCC will conduct an impartial and prompt process from initial investigation to the final result, and will treat the person filing the complaint with respect at all times during and after the investigation. The assigned investigator will interview the person filing the complaint, the alleged perpetrator, and any witnesses. The investigator will review police reports and collect evidence. The entire process will be consistent with this document, policies of FCCC and transparent to the person filing the complaint and the alleged perpetrator. Both will receive timely notice of meetings. The investigation will be conducted using a standard of preponderance of the evidence.

Typically, an investigation takes around sixty (60) calendar days to complete once a complaint has been filed. This may vary depending upon the complexity of the matter, availability of witnesses, severity and extent of the alleged sexual misconduct. The investigation could also be delayed by competing demands upon investigators, holidays or breaks, or illness. When the time frame for completion of an investigation cannot be met, notice will be provided to the parties concerning the delay and expected completion date. The investigation time frame includes initiating the investigation, conducting fact-finding interviews and evidence collection, holding a hearing or engaging in a decision making process to determine whether a policy violation has occurred and determining the actions FCCC will take to eliminate the hostile environment, prevent reoccurrence, and remedy discriminatory effects. This may include sanctions against the accused and remedies provided to the person filing the complaint and school community as appropriate, and issuing written notice of the completion of the investigation.

At an interview concerning the complaint, the person filing the complaint and the accused may each have an advisor of their choice accompany them, as long as the

advisor is not potentially a party or witness to the case. This advisor will not be provided with documentation or notices, nor will the person be permitted to interject during the interview. If an advisor is unreasonably interfering with the investigation interview, he or she may be asked to leave.

6.) Resolution of Investigation

The investigator will determine if policy violation(s) have occurred, including but not limited to the Student Code of Conduct, and whether discipline will result. If discipline and/or sanctions are imposed, both the perpetrator and the victim will be notified. Each will have five business days to respond to the charges and may do one of the following: 1) accept responsibility and the decision of the FCCC regarding discipline and/or other sanctions, 2) deny responsibility and request an administrative hearing.

7.) Hearings

Hearings will be conducted by the FCCC administrator assigned but will not be the investigator on the complaint. Hearings are informal in nature, and both the person filing the complaint and the accuse my be present, each with an advisor of their choice. If either party requests, the parties will be separated for the hearing and connected by audio and video during the hearing. The legal rules of evidence do not apply, and the standard for decision is a preponderance of the evidence. Both parties may question witnesses, but questions to each other must be directed through the hearing officer.

A decision will be communicated to both parties in writing. Either party may appeal the outcome. Appeals will be heard by the superintendent or superintendent's designee. The decision on appeal will be promptly provided to both parties in writing.

FCCC will disclose the results of a disciplinary proceeding conducted against a student accused of perpetrating a crime of violence or non-forcible sex offense (statutory rape, incest) to the alleged victim or, if the victim is deceased, to the next of kin.

8.) Available Options in Living and Academic Arrangements

FCCC maintains no housing for either employees or students. Consequently, any change in living arrangements which would be desired by an alleged sex offense victim must be the responsibility of that individual. An alleged victim will have an opportunity to request assistance in changing their academic locations, if requested, regardless of whether the crime is reported to law enforcement. Survivors wishing to discuss these options should contact the Title IX Coordinator, or guidance counselor. FCCC will not disclose measures taken under this section that are provided to a survivor unless doing so will impair the ability of FCCC to provide the requested accommodations.

Possible alternatives include:

- Changing instructors.
- Changing to a different academic schedule if available.
- Withdrawal.
- "No contact" directives to the perpetrator of an assault.

9.) Procedures In the Event of a Reported Sexual Assault:

Any person, who identifies a situation which would lead the reasonable person to conclude a student, teacher or staff member is currently being sexually assaulted, will immediately call 911. Provide all information available at the time (e.g., location of

assault, number of people involved in the assault, etc.) and request emergency first responders be dispatched. Only after the person has called 911 will he or she report that information to the Director of Operations or his/her designee. The Director of Operations, Director of Operations or his/her designee will direct a lockdown.

All persons with knowledge of the sexual assault taking place will immediately proceed to the area the sexual assault is reportedly taking place and attempt to disrupt the assault. The Director of Operations will direct staff members responsible for security to provide leadership during this part of the response.

All students, teachers and staff members have a responsibility to be a good witness. Each person will make a deliberate effort to commit to memory all information that may be of use to the police, medical personnel or child services personnel. Specifically, each person will be able to:

- Identify the assailant or at least be able to accurately describe the assailant.
- If the assailant flees the area, note the direction the assailant fled.
- If the assailant does not flee the area, attempt to detain him or her until the police arrive.
- If the assailant is detained, remove the assailant to a room away from the victim.
- If necessary, provide first aid until emergency responders arrive.

The Director of Operations will ensure:

- the victim is moved from the area where the assault took place and placed in a private office.
- the victim's privacy is preserved. The Director of Operations, Director of Operations or his/her designee will appoint two staff members to remain with the victim until the police arrive.
- the victim is not to be interviewed by anyone until law enforcement officials arrive (except to ascertain who the alleged perpetrator is or to render first aid).
- the victim is not touched without his or her permission.
- the victim's legal guardians are contacted immediately (if applicable).
- the staff member who is responsible for security plans will ensure nothing is touched or moved in the area in which the assault took place; it is now a crime scene.

The school nurse (and all teachers and staff members involved) will reassure any victim of the intention to protect him/her as well as possible and will advise the victim to preserve evidence; not to clean up, not to change clothes, and not to shower.

The school nurse or Director of Operations' designee will obtain the victim's emergency health information on file and, if necessary, provide the pertinent information to emergency responders.

Any person who identifies a situation which would lead the reasonable person to conclude a student, teacher or staff member has been sexually assaulted, will immediately notify the Director of Operations, Director of Operations or his/her designee of the situation, location and extent of injuries.

The Director of Operations or His/her Designee will:

- Call 911 and provide all information available at the time (e.g., location of assault, number of people involved in the assault, etc.) and request emergency first responders be dispatched.
- Ensure all necessary first aid is provided until emergency responders arrive.
- Isolate the situation and prevent contact between the victim and the accused.
- Send students to their assigned classrooms under adult supervision.
- Determine if a lockdown is necessary.
- Make every attempt to move the victim to a private office away from where the assault took place.
- Preserve the victim's privacy.
- Identify two staff members should stay with the victim until the police arrive.
- Ensure the victim is not interviewed by anyone until law enforcement officials arrive (except to ascertain who the alleged perpetrator is and to render first aid).
- Ensure the victim is not touched without his or her permission.
- Ensure the victim's legal guardians are contacted immediately (If applicable).

The staff member who is responsible for security plans will ensure nothing is touched or moved in the area in which the assault took place; it is now a crime scene.

The school nurse (and all teachers and staff members involved) will reassure any victim of the intention to protect him/her as well as possible and will advise the victim to preserve evidence; not to clean up, not to change clothes, and/or not to shower.

The school nurse or Director of Operations' designee will obtain the victim's emergency health information on file and, if necessary, provide the pertinent information to emergency responders.

The school nurse will conduct an assessment of the student involved identifying any need for medical or psychological attention and will notify emergency first responders if necessary or recommend and coordinate for long term aid if appropriate.

All potential victim(s) and witnesses will be identified and made available for interview by children services and police department representatives (or school officials investigating the incident).

All teachers and staff members near the victim(s) will reassure any suspected victim(s) of their intention to protect him/her to the best of their ability.

The Director of Operations will keep a log of the actions taken with regards to the reported assault and, in consultation with the superintendent, will determine what follow-up action is necessary.

10.) Seeking Assistance

The student who has been the victim of a sex offense, relationship violence or stalking has many options in seeking assistance. Although victims are not always sure about what has happened to them or what steps they can take, there are individuals who can assist the student in making informed choices. Students can receive assistance from any FCCC staff member or Administrator, the Henry County Sheriff's Office, Henry County Hospital, as well as the Henry County Prosecutor's Office. Additional sources of

assistance can be found on page 23 of this document. Victims are encouraged to seek medical attention and support even if they do not wish to report the incident to police.

11.) Seeking Medical Attention and Maintaining Evidence

It is important for a student who has been sexually assaulted to receive medical care to ensure physical well-being and to maintain the collection and preservation of evidence should the student choose to take legal action at any time in the future. Medical care may include emergency contraception, antibiotic treatment to address any sexually transmitted infections and specialized, physical examinations. Physical examinations and rape kits can be conducted at the Henry County Hospital SANE Program and the Center for Child and Family Advocacy. The purpose of the rape kit is for the collection of evidence. All evidence should be collected in the first 96 hours after the assault has occurred. Regardless if a student showers or changes clothing, a rape kit can still be collected.

Having a rape kit completed does not mean that the case will go to court or that the student must press criminal charges. It does leave the option available and can greatly enhance the chances of a successful prosecution should the student make the decision to press charges at a later date. The medical facility that collects the evidence will contact police and transfer the rape kit to the police for them to store as evidence for an investigation in case the victim later chooses to report the incident to police.

12.) Legal Issues

- The victim of a reported sex offense, relationship violence or stalking has the right to full and prompt cooperation from FCCC personnel. The student also has the right to pursue prosecution in a court of law. Even if the student does not want to press charges, they can speak with a police officer regarding the incident in order to keep all options open for the future. An advocate can help explain the difference between pressing charges and filing a report.
- Duty to Report: All FCCC personnel with the exception of those providing mental health services are required to report that a felony has been or is being committed to the Adult Education Director or the Henry County Sheriff's Department.

13.) Title IX Coordinator

Title IX is a federal law that prohibits discrimination and harassment based on sex or gender. This may include acts of sex-based or gender-based harassment, sexual violence, stalking, dating violence or domestic violence. The Title IX Coordinator is the designated official with primary responsibility for coordinating FCCC's compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure that FCCC responds appropriately and effectively to Title IX issues. For more information, contact the Title IX Coordinator or any Administration personnel.

TITLE IX COORDINATOR

Doug Beck. Director, Adult Education, Title IX Coordinator

Phone: 419-267-2321

Email: dbeck@fourcounty.net

Address: 22=900 SR 34

Archbold, OH 43502

D. Programs to Prevent Sexual Assault, Dating Violence, and Stalking

The Four County Career Center prohibits crimes of sexual assault, dating violence and stalking. The FCCC Campus safety programs are designed to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. This policy applies to all members of the FCCC community (staff, instructors, students, volunteers, vendors and visitors). Procedures that a victim/survivor of a sex crime should follow after an incident are outlined on p. 12, 14.

1.) Crime Prevention Programs for Students

FCCC is committed to educating its students on domestic violence, dating violence, sexual assault and stalking. FCCC offers an online training tool that promotes awareness of these issues. Students are offered the opportunity to participate in both Sexual Assault and Drug and Alcohol prevention programs.

The Sexual Assault program is an online learning tool and can be found at: <http://66.194.251.225/ag/titleix/player.html>. If there is an error loading, please click yes to continue the video.

2.) Crime Prevention Programs for Staff

FCCC staff is required to take several on-line courses each year that includes Sexual Harassment/Assault Training and Drug and Alcohol Awareness. In addition, many various safety drills occur throughout the year to test procedures and make adjustments as necessary, which include, Theoretical Safety Drill, A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) training, monthly Fire Drills, Tornado Drills, a Controlled Lockdown drill, and a Rapid Release Drill.

3.) Rights of Survivors and Prevention of Sex Offenses

The responsibility of preventing sexual assault lies with the person initiating sexual behavior, as that is the person who has the power to stop what he or she is doing. With this in mind, these are things to consider when initiating sexual behavior:

- Sexual assault is a crime and violation of the Code of Student Conduct, the FCCC sexual harassment policy and the FCCC policy on violence. As such, being found responsible for a Code of Student Conduct violation involving "sexual contact without permission" can result in a maximum sanction of expulsion from FCCC. Additionally, criminal charges could result, as well as civil litigation.
- Because sexual assault is a crime of power and control, the most important thing to consider when engaging in sexual behavior is the **CONSENT** of the other person involved. Only a person's consent gives one the right to engage in sexual contact. Therefore, consent must be many things, including:
 - **Verbal and clear:** Consent cannot be implied through seemingly "mixed" messages. One's sexual partner must be given every opportunity to communicate his/her wishes and limits on the degree of behavior that is initiated. No means no, and when in doubt, ask first.
 - **Sober and unimpaired:** Consent can only be given by a person who has full control of his or her mental capacities. A person who is drunk or high on drugs is not legally in a position to give consent.

- **Consistent and prompt:** Even if a person has agreed to be sexually involved with someone, that person has the right to withdraw consent at any time, even during behavior that might already be interpreted as sexual. Consent is not implied by the fact that dinner was bought for someone, or that the parties were sexually involved in the past or even if someone was seemingly "led on" by another's behavior.
- **Unforced and non-threatened:** Use of force, threats, intimidation, or coercion is a willful denial of a person's right to freely give his/her consent. The wellbeing of the other person is of the utmost importance during any sexual encounter. Be aware of what your partner is saying or not saying during an encounter. When in doubt about proceeding to the next level of intimacy, ask. Checking in with your partner about what you are doing is a way of sharing the power and control of the situation that was initiated by you with them. This keeps the interaction an equal and safe situation for both parties.

4.) Personal Responsibility

Every individual must assume responsibility for their own safety and the security of their property by following simple precautions and operating with common sense. Criminal activity has no respect for persons. It flourishes in communities that are inattentive or apathetic in their approach to crime. Every member of the FCCC community has a responsibility to contribute to the wellbeing of the community. No single group or organization can prevent crime on behalf of all. Therefore, it is the responsibility of each individual to participate in crime prevention efforts. This can be accomplished by being aware of our surroundings, by reporting criminal or suspicious activity, and by getting involved in crime prevention programs. Crime prevention, to be fully effective, requires active participation, and cooperation, of each individual. By working together we can help to ensure a safe and secure environment.

5.) Risk Reduction Strategies

- With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):
- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around. Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

- **If you need to get out of an uncomfortable or scary situation here are some things that you can try:**

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

National Sexual Assault Hotline | 1.800.656.HOPE(4673) | Free. Confidential. 24/7.

6.) How to Recognize Sexual Assault

Information on Sex Offenses, Relationship Violence and Stalking

Rape, relationship violence and stalking are crimes of power and control. These offenses reflect a total disregard for the rights and feelings of others.

Sexual assault, other forms of sexual harassment, relationship violence and stalking can happen anywhere, at any time, to anyone. With regard to rape, based on a study conducted by the National Institute of Justice, it is estimated that a college enrolling 10,000 female students could experience more than 350 rapes per year (U.S. Department of Justice, December 2000). It is also estimated that one in 12 men is the victim of rape or sexual assault. These are alarming statistics. FCCC does not tolerate violence or intimidation and is prepared to respond to these incidents at any time. Students who are victimized can experience high levels of physical and psychological distress.

Negative consequences of these incidents are wide-ranging and may include:

- Sexually transmitted infections
- Unwanted pregnancy
- Adoption of negative health practices (such as the misuse of alcohol or drugs, disordered eating, and smoking)
- Difficulty sleeping
- Symptoms of depression and anxiety
- Post-traumatic stress disorder, or other psychological disorders
- Difficulty concentrating on academic work
- Low self-esteem
- Problems with future intimacy or sexual functioning

In addition, there may be disruption of employment and expenditure of massive financial resources and time as a result of pursuing medical, social, psychological or legal services. Survivors may blame themselves. Many offenses go unreported, which can result in survivors failing to obtain necessary medical, social, psychological, and legal assistance.

What is Consent?

Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through Coercion or from an individual whom the Alleged Offender knows or reasonably should know is incapacitated. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility.

Incapacitation: An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

Voluntary (freely given): Consent must be voluntary; it cannot be obtained by coercion or force. Even if someone did not physically resist an attacker, that doesn't mean they gave consent. Some survivors don't resist for fear physical resistance might make their attackers more violent. Research also indicates that some rape victims may experience "tonic immobility" during the rape. In other words, they are literally paralyzed by fear.

Only Active (not passive): Consent must be active. If someone were unconscious, asleep, incapacitated or incoherent by drugs or alcohol, then they couldn't consent. Indeed, even if someone did not remember being sexually assaulted, it doesn't mean it didn't happen.

Informed: If someone consented to one intimate act, it does not imply that they have consented to others. Consent must be informed, which means you and your partner know what you are consenting to beforehand. Always ask before increasing the level of intimacy.

Clear: If someone didn't say no, it doesn't mean they consented. Remember, consent must be active and involve clear words or actions. Always get clear affirmation. Never assume consent.

Engaged Permission: Just because you have consented to something in the past, doesn't imply that you consent to it in the future. Similarly, being in a relationship with someone doesn't mean you or your partner have consented to sexual activity. Always ask for permission to engage in mutually agreed upon sexual activity.

Additional Sources:

<https://www.rainn.org> "Was I Raped?" and "Acquaintance Rape." RAINN (Rape, Abuse & Incest National Network)

The National Sexual Assault Hotline: 1-800-656-HOPE.

7.) Bystander Intervention

FCCC encourages all community members to educate themselves about interpersonal violence and share this info with friends. Confront friends who make excuses for other people's abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander is someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs.

To combat sexual assault, the most powerful tool is conveying your concern. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

Often people don't intervene because they may assume the situation isn't a problem, or feel it is none of their business. They may assume that someone else will do something, or believe that other people weren't bothered by the problem. In some cases, a person might feel their personal safety is at risk.

When people do intervene in a situation, they often say that it was the right thing to do, and that they would want someone to intervene if the roles were reversed.

Bystander Intervention Keys

- **Notice the Incident.** Bystanders first must notice an incident is taking place. Obviously, if they don't take note of the situation there is no reason to help.
- **Interpret Incident as Emergency.** Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
- **Assume Responsibility.** Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.
- **Attempt to Help.** Whether this is to help remove the person from the situation, confront a behavior, diffuse a situation, or call for other support/security.

Please remember... If you see something, say something.

8.) Tips for Intervening

In a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Keep yourself safe
- Keep your phone handy, call for help or document when you can safely do so.
- If things get out of hand or become too serious, contact the Police.

9.) The Bystander Intervention Playbook

(Adopted by the College of William and Mary)

Defensive Split: Step in and separate two people. Let them know your concerns and reasons for intervening. Be a friend and let them know you are acting in their best interest. Make sure each person makes it home safely

Pick and Roll: Use a distraction to redirect the focus somewhere else: “Hey, I need to talk to you.”

The Option: Evaluate the situation and people involved to determine your best move. You could directly intervene yourself, or alert friends of each person to come in and help. If the person reacts badly, try a different approach.

Full Court Press: Recruit the help of friends of both people to step in as a group.

Fumblerooski: Divert the attention of one person away from the other person. Have someone standing by to redirect the other person’s focus

Active Bystander Intervention Takes a Number of Forms:

- Talking to a friend to ensure he or she is doing ok, ask directly, “Do you need a ride?”
- Have a buddy system, and let your friends know if you’re worried about them
- Making up an excuse to help the friend get away from someone
- Calling the police (911)
- Recommending to a bartender or party host that someone has had too much to drink
- Pointing out someone’s disrespectful behavior in a safe and respectful manner that tends to de-escalate the situation
- Removing a friend from a risky situation quickly

10.) Crime Definitions

Violence:

- Acts of violence include any exercise of force against persons or property that could result in physical or emotional harm.
- Threats of violence include any verbal or non-verbal communication that inflicts harm.
- Intimidation includes any verbal or nonverbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

Murder/Non-negligent Manslaughter: the willful killing of one human being by another.

Negligent Manslaughter: the killing of another person by gross negligence.

Forcible Sex Offenses: forcible is directed as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. There are four types of forcible sex offenses: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-Forcible Sex Offenses: incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition: incest and rape.

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person got the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

Arson: the willful or malicious building or attempt to burn with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Hate Crimes: any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are:

Bias:

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

Although there are many possible categories of bias, under Clery, only the following eight categories are reported:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.

- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class.

- Larceny
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons.

Firearms

The definition of a firearm shall include 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

Knife

The definition of a knife includes, but is not limited to, a sharp blade-cutting instrument.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations

The violation of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, and possessing of intoxicating liquor.

Sexual Contact

Ohio law defines this as any touching of an erogenous zone of another, including the thigh, genitals, buttocks, pubic region, areas particularly sensitive to sexual stimulation, or, if such person is female, breast(s), for the purpose of sexually arousing or gratifying either person.

Sexual Conduct

Ohio law defines this as vaginal intercourse between a male and female, and anal intercourse or oral sexual activity between persons regardless of gender. Penetration with any body part or object, however slight, is sufficient to complete vaginal or anal intercourse.

Public Indecency

Ohio law defines this as recklessly exposing one's private parts, or masturbating; engaging in conduct appearing to an ordinary observer to be sexual conduct or masturbation.

Voyeurism

Ohio law defines this as trespassing or secretly invading privacy of another; to spy or eavesdrop upon another with the purpose of sexually arousing or gratifying one's self.

Sexual Imposition

Ohio law defines this as having sexual contact with another when the offender knows that the contact is offensive to the other person or is reckless in that regard; or the offender knows that the other person's ability to appraise the nature of the contact or ability to control the contact is substantially impaired; or the offender knows the other person submits because they are unaware of the sexual contact.

Gross Sexual Imposition

Ohio law defines this as having sexual contact with another, by force or threat of force; or the offender substantially impairs the other person's judgment or control using drugs or intoxicants secretly or by force, threat of force, or deception.

Sexual Battery

Ohio law defines this as having sexual conduct with another by knowingly coercing the other person to submit; or the offender knows the other person's ability to appraise the nature of or control their own conduct is substantially impaired; or the offender knows the other person submits because they are unaware that the act is being committed.

Rape

Ohio law defines this as engaging in sexual conduct by force or threat of force; or for the purpose of preventing resistance, offender substantially impairs victim's judgment or control by giving any drug/intoxicant secretly or by force, threat of force, or deception. Victim need not prove physical resistance.

Sexual Assault

Sexual assault is an umbrella term and not a legal definition. It covers a wide range of actions that may violate criminal law and/or FCCC policy when taken against a person without the person's knowing consent, against the person's will, or under force, threat of force, or coercion. Sexual activity occurring when someone is medicated, asleep, passed out, or drunk can also be illegal. In these situations, a person cannot truly consent since she or he is not in a coherent state of mind.

Dating Violence

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Relationship Violence

Relationship Violence is an umbrella term and not a legal definition. It includes domestic violence, dating violence and stalking and refers to violence between individuals who have been or are in a social relationship of a romantic or intimate nature.

Domestic Violence

Ohio law defines domestic violence as violence or threats of violence that occur between family or household members.

Menacing by Stalking

Ohio law defines menacing by stalking as occurring when someone knowingly engages in a pattern of conduct that causes another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person.

11.) Sexual Harassment Definitions and Procedures for Reporting

FCCC is strongly committed to providing an educational environment free from sexual harassment. FCCC provides complete procedures available to victims to report sexual harassment, as well as disciplinary penalties which could be imposed for sexually harassing conduct or behavior.

Guidelines:

- Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where tolerance of such actions is made a condition of employment, or which interferes with an individual's work performance or simply creates an intimidating, hostile or offensive FCCC environment. It can include harassment between employees, between employees and students and between students.
- The creation of an intimidating, hostile or offensive FCCC environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a social relationship effect and that are not intended to have a discriminatory employment effect or discriminatory grading or treatment effect in the event of students, may not be viewed as harassment. (FCCC discourages staff from seeking or becoming involved in relationships with students that exceed normal and usual educational relationships developed to promote the instructional process.) FCCC will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- FCCC will not condone any sexual harassment of its employees or students. All employees, including supervisors, managers and students, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

Procedures to Report Sexual Harassment

- Adult Education employees or students who feel victimized by sexual harassment are encouraged to report the harassment to FCCC's Adult Education Director. If the FCCC Adult Education Director is the source of the alleged harassment, the employee should report the problem to FCCC Career Center Superintendent.
- Twenty-four (24) hours after reporting the harassment to FCCC Adult Education Director, the person filing the complaint must provide a written account of the incident to the Adult Education Director. The Adult Education Director will give a preliminary report to the complainant within one school day after receiving the written complaint and, in general, will inform the complainant and the accused of FCCC findings and possible actions within seven days.
- When the Adult Education Director receives a sexual harassment complaint it be should carefully investigated, questioning all employees (or students as appropriate) who may have knowledge of either the incident in question or similar problems. Both the complaint and the investigative steps and findings should be documented as thoroughly as possible. As much as possible, confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence. In the interest of being able to investigate the complaint in an unbiased atmosphere as possible, the person filing the complaint and the accused person shall not discuss the matter with FCCC students or FCCC personnel not involved in the incident other than the staff person doing the investigation.
- Employees or students who are dissatisfied with FCCC Adult Education Director's resolution of a sexual harassment complaint may file a complaint with the President of the FCCC system. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

12.) Risk Reduction for Sex Offenses, Relationship Violence or Stalking

Information about preventing sex offenses (which has been largely excerpted from the 1989 Counseling Center publication, "Sexual Violations: Know the Signs," written by Dr. Craig Vickio, Dr. Elizabeth Yarris, Ms. Nancy Breen, and Ms. Kimberly Chin) is provided below.

Although the responsibility of prevention truly lies with the offender, there are things that individuals can do and be aware of that may help reduce the risk of crime. These are not guarantees of safety, but rather personal rights and best practices for a safer environment.

1. You have the right to your own values, attitudes and beliefs about sexual behavior and relationships in general. Therefore, you have the right to determine the type of interactions and activities you feel comfortable with and to end those activities at any time.
2. While there is no perfect profile of someone who will be controlling or violent, there are some warning signs. These include:
 - Domineering, overly controlling actions
 - A tendency to disregard your feelings and desires
 - The expression of hostility or dominance toward potential partners

- The belief that certain actions entitle one to sex o Intrusion into your personal space
 - Touching you in a way that makes you feel uncomfortable
3. No one is ever entitled to sex. You are not obligated to perform sexual acts as payment, as a favor, or in order to be a "real man" or a "good woman."
 4. You have the right to deny alcohol at any time. Alcohol not only impairs your judgment; many recognize alcohol as a frequently used and highly effective rape-facilitating drug.
 5. You have the right to say no at any time for any reason. When you feel that your personal rights are being threatened, you have every right to take a stand and let the offending party know that what he/she is doing is unwelcome.
 6. Going to larger parties with people you trust may help to avoid dangerous situations. Inviting another couple to go with you is another great way of ensuring that there will be others around in case of emergency.
 7. Having your own transportation gives you a degree of power to leave a situation, if you see the need to.
 8. Instead of walking alone, walk with friends or use the Campus Escort Service on campus.
 9. While using social media such as Facebook or Twitter, be mindful of the type of information you provide, including your address or phone number, and whether you are at home or away.

FCCC recognizes the need for healthy and successful relationships. Prevention of crime starts with those who are committing the offenses and then is supplemented by the use of methods to reduce the risk of being victimized. All students can play a role in combating sex offenses, relationship violence or stalking by holding perpetrators accountable, supporting the rights and choices of those who have been victimized and making full use of campus resources to educate themselves on these serious, yet preventable problems.

E.) Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense

FCCC complies with the requirements of the Clery Act concerning the Campus Sexual Assault Victim's Bill of Rights. The procedures, policies, and disciplinary processes beginning on page 21 of this document include every required element as outlined below.

Survivors will be informed of their right to notify law enforcement and to be assisted by campus authorities in doing so upon request.

Survivors will be informed of existing mental health, counseling, or student services for victims on and off campus (contact information is included in this document).

Survivors will be informed of their options for changing academic and living situations if requested by the survivor and reasonably available.

Both the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary hearing.

Both the accused and the accuser must be informed of the outcome of a disciplinary action and receive information about the sanctions that may be

imposed following a finding of responsibility by FCCC administration regarding rape, sexual assault, or other forcible or non-forcible sex offense.

1.) Student Due Process Rights

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures are:

1. Applied equally to all and
2. Enforced in a manner which involves:
 - A. adequate and timely notice and opportunity to prepare a defense;
 - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - C. the right to a timely and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

2.) Disclosures to Alleged Victims of Violent Crimes or Non-Forcible Sex Offenses

Four County Career Center will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

If the victim wishes to appeal the disciplinary decision, they may contact the Superintendent or the Adult Education Director to discuss their options.

3.) Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act.

A list of all registered sex offenders in Henry County is available at the Henry County Sheriff Office's website <http://www.henrycountysheriff.com/>. Four County Career Center is located in Archbold, Ohio and the zip code is 43502. In addition, the Ohio Department of Rehabilitation and Correction sex offender registry is available at <http://www.drc.ohio.gov/OffenderSearch.search.aspx>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

4.) Sanctions for Sex Offences

Aside from criminal penalties that employees or students may be subjected to for committing sex offenses, FCCC may take action based upon its own investigation of alleged sex offenses, and based upon the conclusion of its investigation may take one or more of the following actions as a result of its investigation against an alleged offender:

- Suspension for a period of time. In the event of an employee, the suspension may be with or without pay.
- Termination for employees and expulsion for students.
- Other disciplinary action.

5.) Crime Statistics – Reportable Areas

On-Campus – any building or property owned or controlled by the institution.

Public Property – this area can be described as thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to or accessible from the campus.

Four County Career Center does not offer on or off campus housing to students or staff.

F. Crime Statistics for 2017, 2018, 2019

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The Criminal Awareness and Campus Security Act of 1990. The Four County Career Center School, along with Adult Career Center personnel, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can be located online at www.fourcounty.net. This report is prepared in cooperation with the Henry County Sheriff's Office and the Four County Career Center.

1.) How to obtain a copy of the report

Campus crime, arrest and referral statistics include those reported to the local police, designated school officials, and local law enforcement agencies. Copies of the report may also be obtained at the Adult Career Center or by calling (419) 267-3331. All prospective employees may obtain a copy online at www.fourcounty.net.

2.) Crime Statistics Report for 2018-2019

OFFENSE	On-Campus High School			On-Campus Adult Education			Public Property			Non-Campus		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS												
Weapons: carrying, possessing, etc.	4	7	9	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	7	15	7	0	0	0	0	0	0	0	0	0
Liquor Law Violations	1	0	4	0	0	0	0	0	0	0	0	0

3).The Violence Against Women Reauthorization Act of 2013 Statistics Report

The Violence Against Women Reauthorization Act of 2013 requires FCCC to report statistics on three new categories of crimes. Beginning with calendar year 2013, we are now reporting statistics on incidents of dating violence, domestic violence and stalking that occur in our Clery jurisdiction.

Violence Against Women Reauthorization Act						
	2017		2018		2019	
	On-Campus	Public Property	On-Campus	Public Property	On-Campus	Public Property
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

4.) Additional Resources

A.A.R.D.V.A.R.C. - <http://www.aardvarc.org/rape/states/ohrp.shtml>

Ohio Crime Victim Services – 614-466-5610

Hope Center Rape Crisis

YWCA Northwest Ohio

1019 Jefferson Ave., Toledo, OH 43604

Phone: 419-241-3235 Fax: 419-255-5752

http://www.ywcanwo.org/site/c.9rKQI9MJlclWE/b.7962473/k.6E97/HOPE_Center_Rape_Crisis.htm

Ohio Alliance To End Sexual Assault

<http://www.oaesv.org/rape-crisis-centers-in-ohio/>

888-886-8388

Comprehensive Crisis Care – This website offers a variety of options

<http://www.firstcallnwo.org/MatchList.aspx?k;;0;;N;0;0;Abuse/Violence%20Related%20Support%20Groups;gambling>

Dating Violence:

<http://www.loveisrespect.org/>

<http://www.breakthecycle.org/>

<https://www.childwelfare.gov/topics/systemwide/domviolence/prevention/teen-dating/>

<https://www.womenshealth.gov/violence-against-women/types-of-violence/dating-violence.html>

<http://www.datingabusestopshere.com/here-4-help/>

Victims of Violent Crimes:

<https://www.victimsofcrime.org/>

<http://www.ovc.gov/>

<https://www.ohiobar.org/ForPublic/Resources/LawYouCanUse/Pages/LawYouCanUse-598.aspx>

<http://www.trynova.org/>

Domestic Violence:

<http://www.co.lucas.oh.us/index.aspx?NID=550>

<http://literacy.kent.edu/Oasis/abuse/ohio.html>

<http://www.actionohio.org/ohiodvshelter.htm>

<http://www2.bgsu.edu/organizations/silentwitnessnwo/index.html>

G.) Emergency Operations Plan and Drills

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include, but are not limited to, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to staff and students.

The Emergency Operations Plan (EOP) sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current Emergency Operations plan and blueprint is filed with the Ohio Department of Education, the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The FCCC Emergency Operations Plan is an extensive document and includes instructions on the following threats:

- **Air Contamination**
- **Aircraft crash**
- **Bomb Threat**
- **Civil Disturbance**
- **Explosion**
- **Fire**
- **Hazardous Material Emergency**
- **Hostage Situation**
- **Intruder/Suspicious Person in School**
- **Kidnapping/Abduction**
- **Missing Student**
- **Sexual Assault**
- **Shooting**
- **Student Sit-In (Internal Civil Disturbance)**
- **Student Walkout (Internal Civil Disturbance)**
- **Suspicious Vehicle**
- **Threats**
- **Utility Emergency**
- **Weapon Discovery**
- **Hazard Specific Annexes (Nature and Terrorism)**
- **Biological Threat**
- **Biological Attack in the Community**
- **Chemical Attack in the Community**
- **Earthquake**
- **Flood**
- **Nuclear Attack/Nuclear Fallout**
- **Radiological Attack/Radiological Fallout**
- **Severe Weather**
- **Terrorist Direct Attack**
- **Tornado**

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's Emergency Operations Plan to be updated every three years and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes.

Crisis Team Member List

Member 1:

Tim Meister
Superintendent of Schools
Internal Phone Number: 419-267-2210
Email Address: TMeister@fcanywhere.net

Member 2:

Rich Hupe
Director of Operations
Internal Phone Number: 419-267-2380
Email Address: rhupe@fcanywhere.net

Member 3:

Terry Eis
Supervisor of Buildings & Grounds
Internal Phone Number: 419-267-2249
Email Address: teis@fcanywhere.net

Member 4:

Rick Bachman
Director or Career Tech. Ed.
H.S. Title IX Coordinator
Internal Phone Number: 419-267-2202
Email Address: rbachman@fcanywhere.net

Member 5:

Connie Nicely
Treasurer
Internal Phone Number: 419-267-2226
Email Address: cnicely@fcanywhere.net

Member 6:

Doug Beck
Director, Adult Education
Internal Phone Number: 419-267-2321
Email Address: dbeck@fcanywhere.net

1.) Buildings and Grounds Security

Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons.

2.) Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

- **Cameras**

Surveillance cameras may be used both inside and outside of buildings to assist in the security of students, staff and property.

- **Metal Detectors**

When there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors. The Board directs the administration to develop regulations for the use of detectors.

Any search of a student's person as a result of activation of the detector is conducted in private.

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety. The following are a few examples:

3.) Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer:

- Identifies potential sources of toxic hazards in cooperation with material suppliers who supply the THP officer with safety data sheets (SDS);
- Ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
- Maintains a current file of SDS for every hazardous material present on District property;
- Designs and implements a written communication program that:
 - lists hazardous materials present on District property;
 - details the methods used to inform staff and students of the hazards and
 - describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- Conducts a training program in compliance with State and Federal law for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc.
- Establishes and maintains accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

4.) Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Program (PERRP) and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. Inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. Take appropriate action based on the inspections;
3. Establish a program for dealing with friable asbestos, if found;
4. Maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos and
5. Comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent appoints a person to develop and implement the District's Asbestos-Management Program, which ensures proper compliance with Federal and State law and the appropriate instruction of staff and students.

The Superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

5.) Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks and procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. These records are maintained for three years from the date of the training.

6.) Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. Access to the building and grounds during regular school hours
2. A record of inspections of the school grounds and buildings for dangerous and recalled products
3. Any records or other information the board of health considers necessary to evaluate the health and safety of the school
4. A representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health.

7.) 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 bloodborne 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 for staff and students; first-aid kits in each school building and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for 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 all staff who have occupational exposure as determined by the administrator.

* Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

8.) FCCC Emergency Evacuation Policy

Protective action recommendations or evacuation instructions may be issued by FCCC Administration or other emergency response authorities (Police, fire or other emergency response teams).

Any person who identifies a legitimate emergency situation which would lead a reasonable person to conclude evacuating the building is necessary has the obligation to find and activate a manual pull down fire alarm. This will cause the building evacuation alarm to sound.

In the rare event of an evacuation of an FCCC building or campus, follow evacuation instructions disseminated through the communications systems used to inform the staff and students of an emergency. These may include the public address system, a fire alarm, telephone, email or staff direction.

Methods to Inform Community

- Campus Public Announcement System
- Telephone System
- Campus Email
- Local Radio Stations
- Local Television Stations

Evacuations are issued only if the safety and wellbeing of the school community is at risk. Please work together and assist others during an evacuation, and follow guidance and instructions from FCCC administrators, emergency responders, law enforcement officers, fire officials, or paramedics. Evacuation procedures exist for each FCCC building including plans: regularly scheduled, required drills are conducted throughout the year to ensure everyone is familiar with these plans.

9.) Testing and Documenting the Emergency Response System and Evacuation Procedures

FCCC has a number of drills throughout the year including:

- Theoretical Safety Drill
- Fire Drill
- Controlled Lockdown Drill
- ALiCE Drill
- Tornado Drill
- Rapid Release Drill

Teachers should quickly gather their purses, wallets, grade books, current day's attendance items and "to go" kits, establish positive control of all students for whom they are responsible, keep the students together, instruct them to be quiet and exit their classrooms. Teachers will immediately and as quickly as practical, move their students along their primary route to the designated rally point. If the primary route is unusable for any reason or if directed by the Director of Operations or his or her representative, teachers will use the alternate route to their assigned rally point.

Note: Each classroom "to go" kit contains communication information, building and site evacuation information, and off-site evacuation center information. These kits will be established and maintained by the teacher or staff member responsible for the room.

If more assistance is required to learn about building specific evacuation procedures, please contact the building administrator.

Maintenance staff will quickly shut down predetermined utilities if time and safety permits according to the crisis situation.

Immediately upon arriving at the designated rally point, all teachers and staff will conduct 100% accountability for all present and missing students. Each teacher and staff member will then report to the Director of Operations a count of all students present and a by name list of all students, faculty, staff and visitors not accounted for at the rally point.

The Director of Operations (or at his direction the Director of Operations) will establish an Incident Command Post (IPC) at his or her pre-determined rally point. This will serve as the center of gravity for the Center's operations during the emergency.

The Director of Operations will establish full school accountability based on the incoming reports from teachers and staff members and will report this information to the Director of Operations every 15 minutes until 100% accountability is complete.

All teachers and staff members will assess each person in their respective rally point in order to identify any medical requirements. All medical requirements will be reported immediately to the school nurse and the Director of Operations. Medical assistance will be provided to those in need by the nurse or appropriate first responders.

As safety and the situation allows, maintenance personnel will clear the building ensuring all person have evacuated. If this is impossible for any reason, that information will be relayed to the Director of Operations and the first responders.

In coordination with first responders, the Director of Operations (or his or her designee in her absence) will declare the building to be clear when it is safe to return to the building. All teachers and staff will then return to their respective work areas.

Once the all clear has been directed by the Director of Operations and the reverse evacuation has been complete, teachers will retake attendance to ensure accountability for all students. Any unaccounted students will be reported to the Director of Operations or Director of Operations' designee who will then report that information to the police.

If the Director of Operations or, his or her designee in the Director of Operations' absence, determines the release of students is necessary instead of a return to class, see reunification plan. Under no circumstances are students to be released without following the reunification plan nor will students be allowed to leave the school property without proper supervision, or re-enter the building until the building has been cleared for re-entry.

The teacher or staff who identified an injured person and the Director of Operations at the ICP will maintain a list of students, staff and visitors who are removed for treatment of injuries.

The school and its employees will follow all state and local codes/laws as to the location in which the evacuation plan must be posted. Note that the "Building Evacuation Plan" is not only used for fire emergencies, but also a number of other crisis situations (e.g., bomb threats).

H. DRUG PREVENTION PROGRAM

1.) Drugs and Alcohol (Drug-Free School and Community Act of 1989)

Four County Career Center is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Four County has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the school setting. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

FCCC complies fully with local, state and federal regulations regarding the sale, possession and consumption of alcoholic beverages and illegal drugs. The unlawful manufacture, possession, distribution or use of illicit drugs or controlled substances on FCCC property, or as a part of school activities are strictly prohibited. FCCC seeks to encourage timely bystander reporting.

Biennial Review Policy

Every June in odd years, the Biennial Review Committee will meet to discuss and evaluate the effectiveness of Four County Career Centers Drug and Alcohol Prevention Program. Four County Career Center will continue to seek opportunities to educate both students and staff.

2.) Student & Employee Compliance with Four County Career Center Drug and Alcohol Policies

All Four County Career Center students and employees are expected to abide by the terms of the school's policies. A student and/or employee found to be in possession or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include:

- Referral for prosecution,
- Termination of employment, and/or
- Reprimand, probation, suspension or expulsion.

A disciplinary sanction may include the completion of an appropriate rehabilitation program. Students and employees are guaranteed due process.

3.) Standards of Conduct

Four County Career Center is a dry campus and is committed to maintaining a campus free of illegal drugs or the unlawful use of alcohol or illicit drugs. It is the policy of Four County not to permit the possession, consumption, and sale of alcoholic beverages on campus in accordance with the laws of the State of Ohio, the regulations of the Ohio Department of Commerce, Division of Liquor Control (DOLC) and the policies of the school. FCCC has the responsibility of upholding federal, state, and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to both arrest and prosecution, and FCCC action.

4.) Student Standards of Conduct

Adult Career Center students are expected to conduct themselves according to the instructors' classroom management rules, as well as the policies and procedures of the Four County Career Center Adult Career Center. The instructor will be responsible for enforcing building rules and exhibiting good classroom management. Students who fail to comply will be referred to the Adult Career Center Director or Supervisor for further action.

5.) STUDENT DISCIPLINE CODE OF CONDUCT

Four County Career Center administration realizes that there are varying degrees of involvement in the violation of school adopted rules and regulations. Disciplinary action will include but not be limited to the following:

1. verbal or written warning
2. removal of privileges - may include field trips and club activities
3. emergency removal
4. in-school suspension
5. after school suspension
6. out-of-school suspension
7. expulsion (up to 90 days)
8. court referral - law enforcement

All suspensions and/or expulsions will be in accordance with the procedures outlined in the Ohio Revised Code 3313.66.

Students enrolled at Four County Career Center have a responsibility to act in such a way as not to interfere with the educational rights of other students. By accepting the responsibility to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the regulations governing the operations of these programs. Students who violate the following regulations and policies may receive disciplinary action ranging from verbal warning to expulsion, depending on the offense and the student's disciplinary history. A legal guardian/parent of record or student may be charged for damages to school property to include computers, equipment, other instructional supplies, facilities, etc. Private property and/or personal injury damages may be reported to Law Enforcement by parties involved.

A student shall not:

1. Assault, commit unauthorized touching, or threaten with intent to cause personal harm or damage to property or personnel at Four County Career Center or at school authorized functions.
2. Be in any fight
 - assault or commit unauthorized touching of a student.
 - incite a school disturbance.
 - threaten, intimidate, or harass a student by any means including digital electronic devices.
 - incite a riot
3. Possess, handle, transmit or control any object which can be reasonably or legally considered a weapon, such as a knife or chain.

4. weapons may include fireworks, explosives, ammunition, detonating devices or counterfeits/lookalike.
 - weapons may include lab tools taken out of the lab setting.
 - weapons may include a firearm or any object indistinguishable from a firearm.
5. Improperly use or tamper with computer hardware, software or violate the computer appropriate use agreement policy. A legal guardian/parent of record or student may be charged for damages to school property to include computers, equipment, other instructional supplies, facilities, etc.
6. Deliberately initiate a bomb threat, false fire alarm, or start an unauthorized fire.
7. Violate any safety rules or create a situation whereby the safety or well-being of a student or school personnel is put in jeopardy.
8. Steal, destroy, or deface school, public, or private property.
 - any degree of involvement in such acts.
 - possession of any stolen goods.
9. Use written or verbal profane, obscene, racial, or abusive language or gestures through any means including electronic devices.
10. Disrupt the educational process
 - throwing food or other items
 - insubordination or disrespect
 - any form of gambling
 - display, show, flash or throw any gang sign or symbol, wear gang-related dress or insignia that communicates gang-related language verbal or written.
 - being in unauthorized areas
 - showing public display of affection
 - failing to have necessary lab or classroom supplies
 - possessing opened food or beverage in any area other than the cafeteria
 - showing disruptive or dangerous behavior such as, yelling, running, tripping, or pushing
 - giving false information k. violation of dress code
11. Possess, or use tobacco/alcohol/drug products or look-alike products (such as e-cigarette and vaping devices)
12. Possess, distribute, use or abuse any tobacco, alcohol, drugs, drug paraphernalia, drug-related devices, inhalants and/or substances which alter the mind or behavior.
13. Be truant or tardy.
14. Fail to fulfill all disciplinary requirements. It is the student's responsibility to serve all In School Suspensions, Suspension Center Suspensions, and Out of School Suspensions as assigned.
15. Trespass a. students shall not enter school grounds or building premises during or after school hours without permission of the director b. students under suspension/expulsion shall not enter school grounds or premises without permission from the director
16. Forge the writing of another; falsify times, dates, grades, addresses or other data on school forms or correspondence directed to or from the school.
17. Repeatedly or habitually violate any or all of the rules of this Code of Conduct.
18. Fail to comply with all applicable Ohio Revised Codes and local ordinances.

19. Violate the Cell Phones/ Mobile Communication/ Electronic Device policy Cell phones or other texting and video devices are not to be used during class hours without permission.
20. Violate the Uniform and Safety Policy
21. Present someone else's work as one's own work. (Cheating and Academic Honesty Policy)
22. Inappropriate use of automobiles. (loading and unloading, speeding, and careless/unsafe operation)
23. Possess, distribute or show any items that could be interpreted as obscene or pornographic.
24. Harass or Bully by any means including digital electronic devices.

6.) Alcoholic Beverages & Legal Sanctions

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high dose of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. As described in What Works: Schools Without Drugs (1989 Edition, Department of Education)

7.) Underage Consumption, Purchasing or Possession of Alcohol

The legal drinking age in Ohio for consumption of an alcoholic beverage is 21. Purchasing, possessing or consuming alcohol under the age of 21 is a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment or a \$1,000 fine or both. Any student under the age of 21, therefore, risks being imprisoned and fined when he/she makes the decision to drink alcohol.

8.) Ohio OVI and OVAUC Defined

Whether you are charged with an OVI or a OVAUC is dependent upon on your age. If you are under 21 years old and found driving with a BAC above the legal limit you will be charged with Operating a Vehicle After Underage Consumption (OVAUC). Those over the legal drinking age of 21 years old, and CDL drivers, who drive with a BAC over the legal limit are charged with Operating the Vehicle Impaired (OVI).

You can be charged with an OVI or OVAUC if your minimum BAC is:

- 21 years old or older - 0.08%.
- Driving a commercial motor vehicle - 0.04%.
- Younger than 21 years old - 0.02%.

9.) Chemical Testing

Unlike many other states Ohio has additional rules for chemical testing. This not only covers blood and urine testing but also portable breath testing devices known as PBTs. In Ohio you can legally refuse a chemical test and/or opt to pay for one of your own. There are also some circumstances in which you cannot refuse a chemical test.

In order to understand the different laws we encourage you to read the Ohio Department of Public Safety OVI Interdiction Handbook.

10.) OVI and OVAUC Penalties

Penalties for OVI or OVAUC are steep. Not only will you have to face criminal charges but you will also have to deal with penalties given by the Bureau of Motor Vehicles (BMV). These penalties are known as Administrative License Suspensions or ALS. These penalties are separate from any charges.

11.) Administrative Penalties

Under ALS laws your license can be suspended by law enforcement on behalf of the BMV if you fail or refuse a chemical test. The suspension periods are different depending on whether you refused a test or failed a test and were charged with a OVI or OVAUC:

12.) OVI

In addition to the suspension you will have a minimum of 6 points applied to your license.

- 1st offense driver's license suspension: 90 days.
- 2nd offense (within 6 years) driver's license suspension: 1 year.
- 3rd offense (within 6 years) driver's license suspension: 2 years.
- 4th offense (within 6 years) driver's license suspension: 3 years.

OVAC

In addition to the suspension you will have a minimum of 4 points applied to your license. 1st offense driver's license suspension: mandatory minimum 90 days up to 2 years.

Refuse Test

In addition to the suspension you will have a minimum of 6 points applied to your license.

- 1st offense driver's license suspension: 1 year.
- 2nd offense (within 6 years) driver's license suspension: 2 years.
- 3rd offense (within 6 years) driver's license suspension: 3 years.
- 4th offense (within 6 years) driver's license suspension: 5 years.

Number of offenses for refusal can have any previous charges within 6 years be for either previous refusals, OVI charges or a combination of both.

If you choose, you can appeal your ALS suspension. You must do so at your first appearance in court or within 30 days of your first appearance. If you appeal the prosecuting attorney in this jurisdiction will act on behalf of the BMV. You'll have to prove at least one of the following:

- The officer did not have reasonable grounds of suspecting OVI.

- The officer did not request that you take the blood alcohol test.
- The officer did not tell you the consequences of refusing or failing the test.
- You did not refuse or fail the test.

Keep in mind that even if you prove any of these, the court may still suspend your license if it is deemed that you are a threat to public safety.

Criminal Penalties

If you are found guilty of an OVI offense you can face jail time, heavy fines, court ordered substance assessment and extended license suspension. For each OVI offense within a period of 6 years the penalties increase dramatically.

1st Offense with a BAC between 0.08% and 0.17%:

- Mandatory imprisonment: 72 hours OR court ordered driver intervention program.
- Fine: \$375 to \$1,075.
- License suspension: 6 months to 3 years (Possibility of restricted driving privileges).

2nd offense within 6 years with a BAC between 0.08% and 0.17%:

- Imprisonment: Mandatory minimum 10 days to maximum of under 6 months or combination house arrest with alcohol monitoring and imprisonment.
- Fine: \$500 to \$1,625.
- License suspension: 1 to 5 years.
- Vehicle impounded: 90 days.
- Court ordered Drug/alcohol assessment.

3rd offense within 6 years with a BAC between 0.08% and 0.17%:

- Imprisonment: Mandatory minimum 30 days to maximum of under 1 year or combination house arrest with alcohol monitoring and imprisonment.
- Fine: \$850 to \$2,750.
- License suspension: 2 to 10 years.
- Required Drug/alcohol treatment.

Any charge with a BAC over 0.17% will carry longer imprisonment and possible additional charges. If you have more than 3 offenses in a period of 6 years you are looking at a felony charge of OVI. Not only does the imprisonment time increase but the fines can reach upwards of \$10,500 and you can be hit with additional charges based on your number of past offenses. Also, if you are caught driving while under any sort of suspension, you will face additional penalties. Even if you have never been convicted of an OVI offense, do not let anyone who you know is under suspension use your vehicle. If you do, you could face suspension as well. For more information on OVI criminal penalties check out the [Swift & Sure Ohio's OVI Laws](http://www.dmv.org/oh-ohio/automotive-law/dui.php#Ohio-OVI-and-OVAUC-Defined) brochure by the Department of Public Safety. (<http://www.dmv.org/oh-ohio/automotive-law/dui.php#Ohio-OVI-and-OVAUC-Defined>)

Habitual Offender Registry

As soon as you total 5 convictions or more for OVI (or equivalent) within 20 years, you'll be listed on the Habitual OVI Registry. At least 1 conviction must be after the law went into effect on September 30th 2008. Being on this list allows the public to see your name, date of birth, home address, and your OVI convictions. Your information remains on this list until you no longer have 5 convictions for OVI within the past 20 years.

13.) Illegal Drugs & Legal Sanctions

Health Risks

Physical or psychological damage may occur when the following substances are abused. The following are the risks associated with use along with state and federal penalties that can be incurred.

Anabolic-Androgenic Steroids

Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when woman use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.

Depressants

The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

Hallucinogens

Phencyclidine (PCP). Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks are the spontaneous reappearance of the drug experience after use has ceased may occur.

Narcotics

Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, however, they are seldom life threatening.

Stimulants

High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.

Cannabis

The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs.

Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

14.) Students Must Abide by the Following Policies:

Weapons Policy

A student shall not possess, handle, transmit (either on person or in a vehicle), conceal, or use as a dangerous weapon any instrument capable of causing harm to another person.

Dangerous weapons include, but are not limited to:

- **Firearms:** The definition of a firearm shall include 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 which includes any explosive, incendiary, or poison gas including bombs, both homemade and of the fireworks type, missiles, mines, and military ordinance, including bullets and shells.
- **Knife:** The definition of a knife includes, but is not limited to, a sharp blade-cutting instrument.

Any person seeing a weapon or becoming aware of a weapon being on school property shall:

1. Immediately notify the administration by calling ext. 2259.
2. The administration will notify the Henry County Sheriff of the situation.
3. Staff will be instructed to go into Lockdown.
4. The building administrators shall first try to assure the safety of all other students.
5. The building administrators will conduct a search of those areas which can be inspected (lockers, book bags, desk, etc.).
6. If necessary, the administrators will ask the individual to remove all items for his/her person or belongings. The individual should under no circumstances be strip-searched.
7. If a weapon is found the administrators will:
 - i. Follow normal disciplinary procedures.
 - ii. Notify the Henry County Sheriff or appropriate law enforcement agency.
 - iii. Brief law enforcement officials and turn the situation over to them.
 - iv. Determine from Law Enforcement who is to notify the parents/family.
8. The Principal/Adult Career Center Director will contact the Superintendent's Office.

15.) Four County Career Center Student Sanctions

In cases of civil or criminal action against a Four County Career Center student, Four County Career Center does reserve the right, for educational purposes, to review any action taken by authorities. Four County Career Center may, at its discretion, introduce further sanctions if the student's conduct has interfered with the Four County Career Center exercise of its educational objectives or responsibilities to its members.

The Four County Career Center Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes an offense and the student will be subject to maximum sanction of disciplinary expulsion or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse the violation of the Student Code of Conduct.

The Student Code of Conduct also prohibits the possession and/or use of marijuana, and the unauthorized use of alcohol. Violation of these standards constitutes an offense and the student will be subject to a maximum sanction of disciplinary probation or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct.

A student admitted to Four County Career Center accepts the responsibility to conform to all Four County Career Center rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation or reprimand.

Any person who discovers what he or she reasonably believes is a student(s), staff member(s) or other(s) in the school engaged in drug abuse or trafficking, will report that information to the Director of Operations, Director of Operations or his/her designee.

The Director of Operations, Director of Operations or his/her designee will then bring the person(s) suspected of drug abuse or trafficking to the office with their personal belongings and will conduct a search of those belongings. He or she will then designate a person to search the student's locker. [Note that school officials have more latitude when conducting a search. Law enforcement representatives may need a search warrant to conduct a search of a student's backpack.]

If school officials conduct a search and illegal drugs are found:

- The Director of Operations, Director of Operations or his/her designee will call the police to report the seizure of illegal drugs.
- The Director of Operations will designate one person to confiscate the suspected drugs who will place them in a paper bag and will not allow the items (in the bag) to leave his or her possession until he or she provides them to law enforcement officials.
- If the student appears under the influence, the Director of Operations, Director of Operations or his/her designee will immediately notify the parents or legal guardians of the student and call for medical assistance.

If the student is not under the influence, the police will remove the student(s) from the school grounds if there is a legal reason to do so. If not, the Director of Operations will determine what is best for the school and student.

If a search is conducted and illegal drugs are not found:

- If the student appears to be under the influence of an intoxicating substance, the Director of Operations, Director of Operations or his/her designee will immediately notify the parents or legal guardians of the student and call for medical assistance.

- If the student does not appear under the influence, the Director of Operations, Director of Operations or his/her designee will call the student's parents or legal guardians and notify them of the claim and the schools response to the claim.
- If drugs or trafficking is discovered, the Director of Operations will ensure no investigative actions are taken until the police have completed all law enforcement related tasks.
- If drugs are not discovered but there is a credible allegation or drug use or trafficking, the Director of Operations will appoint a staff member to complete an investigation into the circumstances surrounding the allegation.

This report will include:

- An incident report completed by the teacher or staff member who made the discovery.
- Statements from all witnesses.
- A summary of the events that took place leading up to the allegation, the actual events and the events that took place after the allegation. This will allow senior administration officials to most effectively adjudicate the situation fairly.
- The Director of Operations, Director of Operations or his/her designee will contact the legal guardian of the student.
- The Director of Operations will keep a log of the actions taken with regards to the event, in consultation with the superintendent, will determine what follow-up action is necessary.

16.) LINKS TO STATE LAWS, PENALTIES AND SANCTIONS FOR DRUG OFFENSES

- 2925.01 Drug offense definitions.
- 2925.02 Corrupting another with drugs.
- 2925.03 [Effective Until 9/29/2015]Trafficking, aggravated trafficking in drugs.
- 2925.03 [Effective 9/29/2015]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 Illegal use or possession of drug paraphernalia.
- 2925.141 Illegal use or possession of marihuana 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 or licensing board or agency.
- 2925.55 Unlawful purchase of pseudoephedrine or ephedrine product.
- 2925.56 Unlawful sale of pseudoephedrine or ephedrine product.
- 2925.57 Illegal pseudoephedrine or ephedrine product transaction scan.
- 2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Source: <http://www.usdoj.gov/dea/agency/penalties.htm>

17.) Substance Abuse Resources

Drug Free Clubs of America

A team of Firefighters founded Drug Free Clubs of America in 2005 in response to the drug-related tragedies they witnessed every day. They regularly were called on to rescue people whose lives had been devastated by overdoses, violence, accidents, or even death. To them there was nothing more difficult than being called to a scene resulting in the loss of a young life. This was especially true when it was caused by something as avoidable as drug abuse. It stung even more to know that every single one of those teens were drug-free at one point.

SOMETHING HAD TO BE DONE

Something so tempting and rewarding to teens that it would be stronger than the temptation of experimenting with drugs.

Something that could somehow be present in the very moment a teen is choosing to do drugs or turn and walk away.

Something that makes the right choice easy because saying “no” has proven to be too hard for too many.

That “SOMETHING” is Drug Free Clubs of America.

Today, teens in Drug Free Clubs of America are rewarded for choosing to remain drug free. They have the ability to say “I CAN’T. I MIGHT BE TESTED.” This offers an easy way out of a tough situation, and parents know their children have powerful protection from drug abuse in the moment it counts the most.

The 2018-2019 academic year was the first year for this program at FCCC. 168 students and 18 staff members committed to being drug free.

Counseling Services

FCCC, in conjunction with Northwest State Community College, now offers counseling to students who feel they have a drug or alcohol problem. To schedule an appointment, contact Cindy Krueger, Vice President for Academics at 419-267-1233 or by email at ckrueger@northweststate.edu

Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available through Four County Career Center and a variety of community-based services including:

Free Online Drug & Alcohol Prevention Course

FCCC strongly encourages staff and students to complete the Drug-Free World Online Education course at: <http://www.drugfreeworld.org/>

In addition, handouts are available in each classroom and by request in the Adult Education Office.

First Call For Help

firstcallnwo.org call 211 or 1-800-468-4357

Henry County

Recovery Services of Northwest Ohio 419-599-7040

Maumee Valley Guidance Center 419-592-5981

Help Center 419-592-0550

Williams County

Recovery Services of Northwest Ohio 419-636-0410

Defiance County

Maumee Valley Guidance Center 419-782-8856

Recovery Services of Northwest Ohio 419-782-9920

Fulton County

Maumee Valley Guidance Center 419-337-5981

Recovery Services of Northwest Ohio 419-337-7973

National Organizations

The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465.

The National Institute on Drug Abuse Hotline is available 8:00 a.m./2:00 a.m., Monday through Friday and 11:00 a.m./2:00 a.m. on weekends, 1-800-662-4357.

Local Alcoholics Anonymous

Toledo, OH

[NW Ohio & SE Michigan Central Office](#)

24 Hr Phone: (419)380-9862 TDD: (419)380-9978 Site: www.toledoaa.com

Lima, OH

[Answering Service](#): (419)234-3800

Angola, IN

[Tri-State Intergroup](#) Toll Free: (866)608-3793 Site: www.aaangola.org

Ft. Wayne, IN

[Fort Wayne Area Intergroup](#) Main: (260)471-6262 Site: www.aaftwayne.org

Monroe, MI

[Monroe Intergroup](#) Main: (734)240-4844 Site: intergroup.monroeaa.org

Al-Anon Family Groups:

1-888-4AL-ANON (1-888-425-2666) for local meeting information.

Contact any of the resources listed above for referral.
Your anonymity will be respected.

I. Four County Career Center Fire Safety Policy & Procedures

****During an emergency, dial 9-1-1 to report that a fire has occurred on campus.**

1.) Purpose

This report provides information and data pertaining to fire safety at Four County Career Center. The data and information contained in this report is made annually in compliance with legal requirements. For further information or questions pertaining to this report, please call 419-267-2282.

2.) Fires Statistics-On Campus Housing

Four County Career Center does not offer housing to students or staff and therefore is exempt from reporting fire statistics per the Dept. of Education's Institutional Fire Safety Policies and Fire Statistics regulation 668.49 (b).

3.) Fire Drills/Alarms and Emergency Evacuation

Fire drills are scheduled periodically during normal working hours in compliance with state regulations. Every time the fire alarm sounds it must be treated as a real fire and you must evacuate immediately. All persons must vacate the building any time the fire alarm is sounded or an emergency situation arises that requires the evacuation of the building. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-enter the building until the supervisor gives permission. FCCC, state or city officials may enter rooms to verify evacuation of students and staff. There were eight Fire Drills, three Tornado Drills, and three School Safety Drills during the 2018-2019 academic year.

4.) Fire Safety Equipment

Fire extinguishers, smoke detectors and fire alarm systems are there for the protection of FCCC staff and students and should be treated with the well-being of everyone in mind. All fire safety equipment (e.g., pull stations, fire extinguishers, smoke detectors) should be used for emergency purposes only. Tampering with fire safety equipment is a crime and will result in disciplinary action, and possible criminal action.

5.) Smoking on District Property

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board prohibits the use of electronic cigarettes in all District-owned, leased or contracted buildings and vehicles. These devices may be used in any Board-designated legally compliant outdoor smoking areas. Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

6.) Tobacco Use By Students

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District, as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes and any other forms of tobacco 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.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

7.) E-Cigarettes/Vaping – Information from the Surgeon General

What Are E-cigarettes? E-cigarettes are known by a variety of names, including vape pens, e-hookahs, mods, tank systems, and e-cigs. E-cigarettes are electronic devices that use a battery to aerosolize a liquid, usually containing nicotine, flavoring, and other additives, which is inhaled by the user through a mouthpiece. They can also be used to deliver marijuana and other substances. E-cigarette use among young people has increased over the last five years, and the use of these devices is now more common than the use of regular cigarettes among middle and high school students. Many of your patients and their parents are unaware that nicotine is a common ingredient in e-cigarettes. Nicotine in any form, including from e-cigarettes, is unsafe for youth. Nicotine is highly addictive and can harm the developing adolescent brain.

What Are the Risks of E-cigarettes for Young People?

- The brain continues to develop through the early to mid-twenties. Because the adolescent brain is still developing, nicotine use during this critical period can disrupt the formation of brain circuits that control attention, learning, and susceptibility to addiction.
- Young people are uniquely at risk for long-term effects of exposing their developing brains to nicotine, including mood disorders and permanent lowering of impulse control.
- Nicotine activates the limbic system more strongly in the adolescent brain than in the adult brain, making addiction a greater risk for youth who use nicotine.
- E-cigarette use is strongly associated with other tobacco product use, including regular cigarettes.
- Besides nicotine, e-cigarettes can contain harmful and potentially harmful ingredients, including:
 - » ultrafine particles that can be inhaled deep into the lungs
 - » flavorants such as diacetyl, a chemical linked to bronchiolitis obliterans (“popcorn lung,” so identified because of the incidence of the disease in workers at plants that used flavorants containing diacetyl in microwave popcorn)
 - » volatile organic compounds
 - » heavy metals, including nickel, tin, chromium, and lead.

- The aerosol from e-cigarettes is not harmless, either for users or for others who are exposed to secondhand aerosol. It can contain harmful and potentially harmful ingredients, including nicotine.

Additional Resources:

<https://e-cigarettes.surgeongeneral.gov/resources.html>

<https://www.hhs.gov/sites/default/files/consequences-smoking-consumer-guide.pdf>

<https://addiction.surgeongeneral.gov/sites/default/files/appendix-d.pdf>

<https://addiction.surgeongeneral.gov/sites/default/files/appendix-c.pdf>

8.) Reports available

Each year, an email notification is made to all students, staff and employees that provides the website address to access this report. Copies of this annual report may be printed in PDF format from FCCC's website: <http://www.fourcounty.net> or requested from the following offices:

Angie Fahy
Adult Workforce Education
Four County Career Education
22-900 SR 34
Archbold, OH 43502
P: 419-267-2282

Rev. 8/21/2019 AF