



Lorain County JVS
Annual Security Report
2019

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Introduction

Lorain County JVS strives to ensure the safety and security of all students, staff, and guests to the facility while maintaining a positive and productive learning environment. To do this, multiple safety measures have been initiated and are implemented on a continuous basis.

Our campus security team, School Resource Officers, 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 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. Lorain County JVS 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. Data is collected from local law enforcement and the School Resource Officer. 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.

Printed copies of the report may be obtained at the Lorain County JVS Adult Career Center, 15181 St. Rt. 58, Oberlin, OH 44074 or can be requested by calling 440-774-1051 extension 22322.

Crime Definitions

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 statutory 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:

- Race
- Gender
- Religion
- Sexual Orientation/Gender Identity
- Ethnicity/National Origin
- Disability

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.

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.

Domestic Violence: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: violence committed by a person who is in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship shall be determined based on a consideration of the following:

- Length of the relationship
- Type of relationship
- Frequency of the interaction between the persons involved in the relationship

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional stress.

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.

Lorain County JVS does not offer on or off campus housing to students or staff. It also does not own or lease any satellite locations or properties.

Crime Statistics for 2016, 2017, 2018

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 Lorain County JVS School Resource Officers, along with Adult Career Center personnel, prepare 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.lcjvs.com. This report is prepared in cooperation with the Lorain County Sheriff's Office and the Lorain County JVS School Resource Officers.

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 (440) 774-1051. All prospective employees may obtain a copy online at <https://www.lcjvs.com/ConsumerInformation1.aspx>.

| OFFENSE | On-Campus | | | Public Property | | |
|-------------------------------------|-----------|------|------|-----------------|------|------|
| | 2016 | 2017 | 2018 | 2016 | 2017 | 2018 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 | 0 | 0 |
| ARRESTS | | | | | | |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 4 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 |
| DISCIPLINARY ACTIONS | | | | | | |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 5 | 3 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 1 | 1 | 0 | 0 | 0 | 0 |

The Violence Against Women Reauthorization Act of 2013

The Violence Against Women Reauthorization Act amended the Clery Act. Lorain County JVS has included the following crimes in the annual statistical reporting: domestic violence, dating violence, sexual assault, and stalking.

| Violence Against Women Reauthorization Act | | | | | | |
|--|-----------|------|------|------------------|------|------|
| | On-Campus | | | Private Property | | |
| | 2016 | 2017 | 2018 | 2016 | 2017 | 2018 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 9 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 2 | 1 | 0 | 0 | 0 | 1 |

Crime Notification and Reporting Procedures

Timely Warning System

In the event that a situation arises, either on or near Lorain County JVS property, that, in the judgment of the School Resource Officer or Deputy on duty, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued to the affected area of the institution or the entire institution as appropriate. The warning will be issued through a district-wide communication to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the School Resource Officer or Deputy, by phone at extension 333, or in person at the Adult Career Center.

Timely warnings may be issued through district-wide email notification to students and staff. 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 Lorain County JVS website, www.lcjvs.com. Students, staff, and visitors are strongly recommended to contact the School Resource Officer at 440-774-1051 ext. 22203 for non-emergencies and 440-774-1051 extension 333 for emergencies or crimes in progress. Fires and medical emergencies should be immediately reported to 911.

Mass Injury

In the event of mass injuries to students and/or staff, the building administrator will:

1. Call “333”
2. Notify the Superintendent’s Office. The Superintendent or designee shall communicate with the media. Staff should be prepared to deal with parents checking on the safety of their children and/or wanting to sign out their children.
3. Notify individuals with proper training who can perform first aid including triage.
4. Move uninjured persons to designated areas to be supervised by staff.
5. Lorain County JVS staff will be wearing yellow vests for identification.

How to Report Criminal Offenses

Lorain County JVS strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students and staff should report any knowledge of a criminal or suspicious nature to campus security and the Adult Career Center Director or Supervisor. Campus administration will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local and state law enforcement authorities will also be notified. On-Campus security is available Monday through Thursday from 8:00 AM - 10:30 PM.

To report a crime:

Contact the Lorain County JVS School Resource Officer at 440-774-1051 extension 22203 (non-emergencies or public safety-related matters), or 440-774-1051 extension 333 (emergencies or crimes that are in progress). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around public property near the school should be reported to the local police department. In addition, crimes should be reported to the following personnel:

1. Adult Career Center Director, 440-774-1051 extension 22251
2. School Resource Officer, 440-774-1051 extension 22203
3. Supervisor, 440-774-1051 extension 22279

In the event of a fire or medical emergency, immediately call 911.

Lorain County JVS Encourages Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the School Resource Officer and local police in a timely manner. 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 Lorain 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.

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. Lorain County JVS has a licensed counselor available during daytime hours to provide professional counseling services to students and staff as requested.

Communications on the Grounds

All of the labs and classrooms within the building are equipped with phones and/or panic buttons. The building is covered by a public address system which also allows for communicating with the entire building both inside and outside, as well as each classroom directly if needed.

There are bullhorns in the High School Office and the Adult Ed Office which are available as needed. Many staff members have cordless phones which are accessible inside and outside the building.

In addition to the above methods of communication, all administrative staff and maintenance staff are equipped with two way portable radios. The radios work off a repeater system that allows for clear reception anywhere within the building and also outside of the building anywhere on the Lorain County JVS property. There are extra radios available equipped with both channels in the event of an emergency. The Wellington Fire Department is also equipped with one of these radios so communication can be established early-on in the event of an emergency. Weather radios are located in the High School Office, Adult Career Center, and the Superintendent's Office.

Media Communications

In a crisis, it is imperative to disseminate accurate, objective information. All contact with the media should come directly from the Superintendent or designee. In a crisis, media representatives may arrive at the school without prior notification. You may deny access to the news media and do not have to allow camera in the building. Depending upon the circumstances, this decision needs to be made by the Principal/Adult Career Center Director in conjunction with the Superintendent.

Voluntary Confidential Reporting of Criminal Activity

If the victim of a crime does not want to pursue action at Lorain County JVS or the criminal justice system, he or she has the opportunity to file a confidential report. With the victim's permission, the School Resource Officer 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 Lorain 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.

Facility Access and Enforcement Procedures

Security and Access Policy

During normal business hours, Lorain County JVS is open to students, parents, employees, contractors, guests, and invitees. The campus is secure, with all visitors and guests required to be screened prior to entering the building. Upon arrival to the facility, all vehicles must pass through a gate and be screened by a school security guard. All visitors are required to check in and check out with the guard. The guard tracks this information in a daily written log. School security guards are on campus at all times during high school hours and control access to the building, and patrol the parking areas. Guards are also on duty to provide security for the building over all weekends and holidays, as well as during second and third shift during the summer months. These security guards do not have arrest authority but provide timely notifications including fire alarm instances, alleged prowlers, and other potential hazards to the safety and security of the building and grounds to the appropriate authorities.

Visitor Policies

- All visitors to the Lorain County JVS are to stop at the information center in the front lobby and register.
- All visitors will be issued a Visitor Pass with name, date of visit, time of visit and name of person in the building they will be visiting.
- Sales Representatives will register in the Superintendent's office and be issued a pass with the same information as the pass issued from the front office.
- Graduates and other visitors may visit after school dismissal at 2:14PM.
- Students may have no outside visitors during the school day.
- Parents must have prior approval from the student's instructor and the Principal before coming to the school for a visit and must register at the information center.
- Parents are encouraged to call ahead for an appointment to see an instructor, Guidance Counselor or Administrator.
- All outside groups using the building for meetings, seminars, etc. will be required to sign-in at the information counter.

After Hours Security

From the hours of 4:30 PM – 10:30 PM, Monday through Thursday, evening adult education classes are held on the campus. Security measures during these hours include magnetic locks on the front doors, which require those entering to be recognized by a desk attendant and granted access. All other entrances to the building are locked. A deputy of the Lorain County Sheriff's Department is on duty from 5:30 PM – 10:30 PM and patrols the parking lots, hallways, and monitors the cameras that provide ongoing views of the building. Parking lots and the building and grounds are well lit and located close to the exits.

Campus Law Enforcement Authority

Lorain County JVS Sheriff Office deputies have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving JVS rules and regulations are committed by a student, the School Resource Officer may also refer the individual to the appropriate school administrator for disciplinary actions. Major offenses are reported to the local police and law enforcement agencies. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the Lorain County Municipal Court. Campus personnel work closely with local, state, and federal police agencies and have direct radio communication with the Sheriff's Department on the radio network. Lorain County JVS is also a part of the Lorain County 911 Emergency System.

By mutual agreement with state and federal agencies, school security office maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system, police personnel can access the National Crime Information Computer system as well as the Ohio Information Enforcement System. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

The Role of the Lorain County Sheriff's Office

Lorain County JVS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the institution. All persons on the campus are subject to these laws and rules at all times. Lorain County JVS is public property and Constitutional protections apply. Law enforcement officers may enter the campus to conduct business as needed.

The exercise of that authority is described in a "memorandum of understanding" (MOU) between Lorain County JVS and the Lorain County Sheriff's Office. The Board of Education votes on and approves the MOU annually.

The Lorain County Sheriff's Office is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone or two-way radio. The school utilizes the telephone or two-way radio to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to local police where appropriate under the MOU.

Annually, the Lorain County Sheriff is provided with a summary of all crime occurring on campus. Frequent meetings or telephone conversations between the chief of police (or his designee) and the School Resource Officer allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur.

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 Lorain County JVS 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. 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 333.
2. The administration will notify the School Resource Officer 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:
 - a. Follow normal disciplinary procedures.
 - b. Notify the School Resource Officer or appropriate law enforcement agency.
 - c. Brief law enforcement officials and turn the situation over to them.
 - d. Determine from Law Enforcement who is to notify the parents/family.
8. The Principal/Adult Career Center Director will contact the Superintendent's Office.

Alcohol and Drug Policy

Lorain County JVS is a drug-free institution. Anyone who suspects that an adult student or instructor is under the influence of an illegal drug or alcohol should report the individual to Adult Career Center personnel. Staff will evaluate the situation and may return the student or instructor to class, ask the student or instructor to leave, hold for further observation, seek emergency medical assistance, or notify security personnel to assist their removal from the building.

Anyone suspecting possession or distribution of drugs shall report the matter to an Adult Career Center administrator. If the drug is found to be a controlled, dangerous substance, the administrator will take appropriate action, including termination from the program and notification of the Lorain County Sheriff's Department. Student Services personnel, including licensed counselors, are available to counsel students and make referrals to appropriate agencies. Drug and alcohol abuse prevention information is available.

Violators are subject to district disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation for anyone to consume or possess alcohol in any public or private area of campus. Students violating alcohol/substance policies or laws may be subject to sanctions by Lorain County JVS.

All students and employees are expected to abide by the terms of the schools 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.

Lorain County JVS has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Available counseling and referral services include the school counselor and school nurse. Lorain County JVS also has extensive partnerships with local service agencies to whom students and/or employees can be referred if in-house counseling is not a viable option.

Awareness and Prevention Programs for Students and Staff

At the beginning of the academic year, students are required to attend a presentation on issues of school safety and awareness. Staff outlines ways to maintain personal safety on and off campus. Similar information is available to new employees through the Ohio Public School Works system. Online informational sessions can be viewed by all staff members through this portal.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition, information is disseminated to students and employees through crime prevention awareness posters and displays. When time is of the essence, information is released to the school through security alerts via computer memos sent over the school's electronic mail system and a public address system.

All adult education programs provide safety information to students during the program orientation which includes distribution of the safety program in the student handbook.

Crime Prevention Programs for Students and Staff

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Lorain County JVS personnel facilitate programs for students and staff providing a variety of educational strategies and tips on how to protect themselves from crimes.

Substance Abuse Education Programs

Drug Prevention Program - Drugs and Alcohol (Drug-Free School and Community Act of 1989)

Lorain County JVS 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), Lorain County JVS has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the campus 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.

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 a variety of JVS and community-based services including:

There are drug/alcohol counseling, treatment and rehabilitation facilities available in the area where students can seek advice and treatment. The yellow pages of the local telephone book and the internet are an excellent resource to assist in location such facilities. Students can visit www.ohiodrugrehabilitation.com for more information. The Bureau of Drug Abuse in Columbus, Ohio is the State Drug Abuse Prevention and Treatment Center. The office can be reached at (614) 466-7893. There are several Drug Abuse and Alcohol Treatment and Prevention Programs in this area in which Lorain County JVS participates. See the Adult Career Center Director or Supervisor for specifics.

In addition, there are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available from 8:00AM - 2:00AM, Monday through Friday and 11:00AM - 2:00AM on weekends, 1-800-662-4357.

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

Sanctions

Student Sanctions

In cases of civil or criminal action against a Lorain County JVS student, the institution does reserve the right, for educational purposes, to review any action taken by authorities. The institution may, at its discretion, introduce further sanctions if the student's conduct has interfered with the institutional exercise of its educational objectives or responsibilities to its members. The Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a "Code A" 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 a "Code B" 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 Lorain County JVS accepts the responsibility to conform to all institutional rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation or reprimand.

Local, State & Federal Legal Sanctions

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from an Adult Career Center Director or Supervisor.

Local & State: Ohio Revised Code Chapters 2925 - Drug Offenses 3719 - Controlled Substances 4301 - Liquor Control Laws.

Federal: Federal (Harrison) Narcotic Act Federal Narcotic Drugs Import and Export Act Federal Food Drug and Cosmetic Act Federal Alcohol Administration.

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference. Federal penalties and sanctions for illegal possession of a controlled substance

21. U.S.C. 844 (a).

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

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

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

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

- A.) 1st conviction and the amount of crack possessed exceed 5 grams.
- B.) 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- C.) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

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

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

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

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

21. U.S.C. 844 a

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

21. U.S.C. 853 a

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

18. U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

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

State Laws For Drug Offenses

- 2925.02 Corrupting another with drugs.
- 2925.03 Trafficking, aggravated trafficking in drugs.
- 2925.04 Illegal manufacture of drugs - illegal cultivation of marijuana - methamphetamine offenses.
- 2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.
- 2925.05 Funding, aggravated funding of drug or marijuana trafficking.
- 2925.06 Illegal administration or distribution of anabolic steroids.
- 2925.09 Unapproved drugs - dangerous drug offenses involving livestock.
- 2925.11 Possession of controlled substances.
- 2925.12 Possessing drug abuse instruments.
- 2925.13 Permitting drug abuse.
- 2925.14 Drug paraphernalia.
- 2925.22 Deception to obtain a dangerous drug.
- 2925.23 Illegal processing of drug documents.
- 2925.24 Tampering with drugs.
- 2925.31 Abusing harmful intoxicants.
- 2925.32 Trafficking in harmful intoxicants - improperly dispensing or distributing nitrous oxide.
- 2925.33 Possessing nitrous oxide in motor vehicle.
- 2925.36 Illegal dispensing of drug samples.
- 2925.37 Counterfeit controlled substance offenses.
- 2925.38 Notice of conviction of professionally licensed person sent to regulatory, licensing board or agency
- 2925.55 Unlawful purchase of pseudoephedrine product.
- 2925.56 Unlawful sale of pseudoephedrine product.
- 2925.57 Illegal pseudoephedrine product transaction scan.
- 2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense.

Sexual Offense Policy and Procedures

Disciplinary Actions Against Students accused of Sex Offenses

In cases of civil or criminal action against a Lorain County JVS student, for crimes relating to allegations of dating violence, domestic violence, sexual assault or stalking, the institution does reserve the right, for educational purposes, to review any action taken by authorities. The institution may, at its discretion, introduce further sanctions if the student's conduct has interfered with the institutional exercise of its educational objectives or responsibilities to its members. These actions are considered serious violations to acceptable codes of conduct for students of Lorain County JVS Adult Career Center 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.

Such disciplinary actions will be conducted by a panel of school officials including the Adult Director, the Student Resource Officer, the Student Services Coordinator, and the Title IX Coordinator. At all times the disciplinary process shall remain fair and impartial. The accuser and the accused shall have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of his/her choice.

Disclosures to Victims of Violent Crimes or Non-Forcible Sex Offenses

Lorain County JVS 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. Such crimes include, but are not limited to allegations of dating violence, domestic violence, sexual assault or stalking. 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.

Should either party involved in the alleged crime wish to appeal the result of the disciplinary action, the party may do so by submitting, in writing, the intent to appeal and the specific reasons and circumstances that should be considered in reviewing the decision. This written appeal must be submitted to the administration of the Adult Career Center of Lorain County JVS within 15 days of receipt of the original results.

The administration will respond to the appeal within 15 days of the receipt of the appeal and the decision will be provided to the accuser and the accused simultaneously. This decision shall be deemed final by the Adult Career Center of Lorain County JVS.

Preventing and Responding to Sex Offenses

Lorain County JVS educates the student community about sexual assaults and date rape through mandatory orientations each fall. The Adult Career Center partners with the Genesis House. This facility has Community Outreach staff available to speak to groups and hold educational training in regards to domestic violence. These programs are provided to Adult Education students. In the event of a reported rape or sexual assault:

1. Notify the School Resource Officer at extension 22203. If you cannot contact the School Resource Officer by calling the telephone extension, request a school administrator to contact the School Resource Officer by radio. If the School Resource Officer is not available, call:
 - a. High School Office, extension 22270
 - b. Notify Administrator to call appropriate personnel and Lorain County Sheriff's Office **OR** Lorain County Sherriff's Office Telephone Number: 440-323-1212. A school employee may request to have a school administrator present when notifying the School Resource Officer, Children Services, or the Lorain County Sheriff's Office.
2. Notify a building administrator if you have not already done so.
3. If appropriate, the administrator may:
 - a. Contact the School Resource Officer, if the Officer has not already been contacted.
 - b. Phone the parent/family.
 - c. Contact the counselor and/or nurse.
 - d. Notify Lorain County JVS Crisis Team and assign additional responsibilities as appropriate

The School Resource Officer, Children Services, or Lorain County Sheriff's Office will decide whether the victim will go to the hospital or another facility for medical attention and gathering of evidence.

- a. Tell the victim not to destroy any physical evidence. Do not wash the victim.
- b. Do not wash or clean articles touched by the perpetrator.

These are the suggested actions 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.
3. School security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a school counselor, School Resource Officer, or security official.

Filing a police report with a School Resource Officer 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). Preserving evidence is crucial to proving that a crime took place or in the event of the victim acquiring a protection order in the future.
- assure the victim has access to free confidential counseling. Possible resources include the Rape Crisis Hotline (1-800-888-6161) of the Nord Center (440-233-7232).
- The Rape Crisis Center of the Nord Center provides the following services:
 - ✓ 24/7 Emergency/Crisis Hotline 1.800.888.6161
 - ✓ Crisis Intervention
 - ✓ Medical Assessment and Treatment
 - ✓ Emotional Support and Counseling
 - ✓ Medical and Legal Assessment, Treatment and Evidence Collection
 - ✓ Medical and Legal Advocacy and Support
 - ✓ Referrals for Psychological Counseling
 - ✓ Educational and Prevention Programs in the Community

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. Lorain County JVS will cooperate with local police and laws enforcement agencies pertaining to any and all sexual assaults reported as occurring on-campus. If the victim needs assistance notifying law enforcement of the alleged crime, the School Resource Officer and other school personnel will assist in this process.

Protective measures for victims of domestic violence, dating violence, sexual assault, or stalking

The safety and personal welfare of all students, staff, and visitors of Lorain County JVS is the most important priority of school security officials and administrative personnel. There are some situations involving domestic violence, dating violence, sexual assault, and stalking where students may require special accommodations and protective measures to be made by the school in order to ensure the safety of the victim or possible victim while on school grounds. Lorain County JVS can facilitate changes to the student’s academic and/or daily working conditions for security reasons. For instance, security escorts are available upon request to accompany the student in the building and on school grounds. These accommodations are available regardless of whether the student chooses to report the crime to the School Resource Officer or local law enforcement. In some cases, security personnel and school administration are notified when there is an active court-ordered protection order involving a student or an employee. This information can assist in protecting the student or employee.

When a student or employee reports to Lorain County JVS that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off-campus, the institution will provide the student or employee a written explanation of the student’s or employee’s rights and options.

State Laws for Sexual Offenses

- 2903.211 Menacing by Stalking
- 2907.02 Rape
- 2907.03 Sexual Battery
- 2907.04 Unlawful Sexual Contact with a Minor
- 2907.05 Gross Sexual Imposition
- 2907.06 Sexual Imposition
- 2919.25 Domestic Violence

Note: Ohio does not currently have laws in place to address dating violence affecting minors.

Local, State & Federal Legal Sanctions

Depending on the nature of the offense, including whether the violation is a first time offense, the severity of the injuries and age of the victim and other specifics of the crime, the convictions range from misdemeanor to third degree felony with sentences ranging from fines to mandatory imprisonment.

Suicide/Suicide Attempt

In the event of a suicide attempt or immediate threat of suicide:

1. Get assistance – find someone to stay with the victim
2. Notify building administration by calling 333
 - a. The administrator will notify the School Resource Officer and call 911 if the police or rescue squad is needed
 - b. Notify the Crisis Team and assign additional responsibilities as appropriate
 - c. Notify the parents/family

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. The federal law requires state law enforcement agencies to provide Lorain County JVS with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the institution. Lorain County JVS has a list of registered sex offenders for reference in the security manual.

A list of all registered sex offenders in Lorain County is available at the Lorain County Sheriff Office's website, <http://www.loraincountysheriff.com/>. Lorain County JVS is located in Oberlin, Ohio and the zip code is 44074. 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.

All staff members are required to undergo pre-employment criminal background checks. Mandatory criminal background checks are required for students entering career training in service fields.

Tornado/Severe Weather

Tornado Watch: Conditions are favorable for a tornado or severe weather. Central office administration and building principal/adult career center director shall monitor radio broadcasts concerning the threatening weather.

Tornado Warning: Indicates actual tornadoes have been sighted in the area and tornado drill procedures are implemented.

Tornadoes and severe thunderstorms may occur with little advanced warning, therefore, it is important that the following procedures and precautions are followed: To signal a tornado warning or severe thunderstorm, an announcement on the school public address system will be made to indicate the steps that shall be taken. If the electricity is out, instructors will be notified by a runner in each hallway in the building.

1. The administrator will:
 - a. Monitor the weather alert radio.
 - b. Assign an adult to observe the weather conditions.
2. If a tornado is confirmed, the administration will make the announcement for a tornado drill and follow the normal tornado drill procedures.
3. All classrooms, labs, and common areas will have the tornado drill plan posted.
 - a. Students shall proceed to their designated areas against a wall and they shall assume kneeling positions with their heads down and their hands over their heads.
4. Silence is critical so that necessary directions can be called down hallways.
5. Instructors shall keep their class rosters with them during the drill or warning, staying with their students to be sure they are following the drill or emergency procedures and to verify class count.
6. Administration will determine if utilities will be turned off.
7. All students and staff will remain in their shelter areas until the all clear signal is given over the public address system.

Emergency Reference Sheet Quick Reference Sheet

| <i>Situation</i> | <i>Response</i> | <i>Action</i> |
|--------------------------------------|-----------------------|---|
| <i>Blood & Bodily Fluids</i> | Notify Administration | Secure area. Wash hands. |
| <i>Bomb Threat</i> | Call 333 | If evacuation is ordered, avoid use of cellular phones, portable radios, pagers, etc. Do not turn off lights. |
| <i>Child Abuse/Neglect</i> | Notify Administration | Contact Children Services and/or School Resource Officer. |
| <i>Fire & Explosion</i> | Call 333 | Follow posted procedures to evacuate. |
| <i>Hazardous Materials Emergency</i> | Call 333 | Evacuate students in area. Notify Administration. |
| <i>Hostage Situation</i> | Call 333 | Evacuate students in area if possible. Notify Administration. |
| <i>Intruder/Unauthorized Visitor</i> | Notify Administration | Direct/escort subject to office. |
| <i>Lock-down Procedures</i> | Yellow- Call 333 | Remain in assigned areas. |
| | Red- Call 333 | Remain in assigned area, lock doors, turn out lights, and move to secure area of room. |
| <i>Suicide/Suicide Attempt</i> | Call 333 | Notify Administration. |
| <i>Tornado/Severe Weather</i> | | Follow posted procedures to designated safe areas. |
| <i>Weapon</i> | Call 333 | Notify Administration. |

Phone Numbers – Any Emergency – Call 911

| Agency | Emergency Number | Fax Number |
|--|---|-------------------|
| Lorain County Sheriff's Office | 440-323-1212 | 440-329-3771 |
| Ohio State Highway Patrol | 440-365-5045 | 440-366-5029 |
| Wellington Fire Department | 440-647-2245 | 440-647-4740 |
| Oberlin Municipal Power | 440-775-7260 | |
| Oberlin Water | 440-775-7291 | |
| Columbia Gas of Ohio | 800-344-4077 | 440-240-6162 |
| Verizon | 800-483-1000 | |
| Poison Control Center | 800-222-1222 Nationwide | |
| American Red Cross | 440-324-2929 | |
| Allen Medical Center | 440-775-1211 Emergency Room: 440-775-9110 | |
| EMH | 440-329-7500 | |
| Community Health Partners Regional Medical Center | 800-431-9105 | |
| Lorain County Health Department | 440-322-6367 | |
| Lorain County Emergency Management Agency | 440-329-5117 or 440-322-8154 | 440-322-1272 |
| Lorain County Children Services | Day: 440-983-5340 Evening: 440-329-2121 | |