



# **Annual Security Report 2021**

**October 1, 2021  
1783 State Route 60, Ashland, OH 44805  
Phone 419-289-3313**

# Contents

## Table of Contents

<b>Introduction to the Jeanne Clery Act</b>	4
<b>Basic Crime Prevention Steps</b>	5
<b>Access to Facility</b>	5
<b>Security and Crime Prevention</b>	5
<b>Contacts</b>	6
<b>Phone Numbers – Agency</b>	6
<b>Any Emergency – Call 911</b>	6
<b>Campus Security Personnel &amp; Important Contacts</b>	7
<b>Surveillance Cameras</b>	7
<b>Emergency Operations Plan</b>	9
<b>Emergency Management Plan ("EMP")</b>	9
<b>8420-EMERGENCY SITUATIONS AT SCHOOLS</b>	12
<b>Safe and Drug Free Schools</b>	13
<b>Persistently Dangerous Schools</b>	16
<b>Victims of Violent Crime</b>	16
<b>FACILITY SECURITY</b>	17
<b>EMERGENCY REMOVAL OF STUDENTS</b>	17
<b>DISCLOSURE OF SECURITY POLICY AND CRIME STATISTICS (CLERY ACT)</b>	19
<b>Emergency Drills and Procedures</b>	23
<b>Fire/Fire Drill Procedures</b>	23
<b>Tornado/Tornado Drill</b>	24
<b>Bomb Threat</b>	24
<b>Post-Emergency Plan (If an explosion occurs)</b>	24
<b>Firearms, Knives, and Other Dangerous Weapons Policy</b>	24
<b>Illness or Injury</b>	25
<b>Alcohol and/or Drug Policy</b>	25
<b>Legal Requirements</b>	30
<b>Sexual Misconduct &amp; Dating Violence</b>	33
<b>Bystander Intervention Options</b>	34
<b>What to Do If You Are Sexually Assaulted:</b>	35
<b>Institutional Protective Measures</b>	35
<b>Primary Prevention and Awareness</b>	35
<b>Registered Sex Offenders Website Information</b>	35

<b>Guidance Services</b>	35
<b>Disclosure of Hearing Outcomes</b>	36
<b>Personal Counseling</b>	36
<b>Personal Responsibility</b>	36
<b>Risk Reduction Strategies</b>	36
<b>How to Recognize Sexual Assault</b>	37
<b>The National Sexual Assault Hotline: 1-800-656-HOPE</b>	39
<b>Crime Statistics</b>	45
<b>Hate Crimes</b>	46

## Introduction to the Jeanne Clery Act

The safety of students, staff and visitors is an important concern of Ashland County-West Holmes Career Center Adult Education Department (ACWHCC). This report is intended to raise your awareness and provide you with information to protect your safety and well-being.

In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics (Clery Act), ACWHCC prepares this Annual Security report. Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the Clery Act. In addition, it includes reported campus crimes, arrests and referral statistics to local law enforcement agencies and designated campus officials.

ACWHCC does not have on or off campus housing nor does it have student organizations. Therefore, no crime statistics or policies pertaining to such are included in this report.

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 ACWHCC 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](http://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 Officer is responsible for compiling, creating and distributing this information to all students and staff by October 1 of each year in the Campus Security Report on the Adult Education Website at:

[https://www.acwhcc.org/upload/documents/adult\\_ed\\_documents/ashland\\_county\\_west\\_holmes\\_career\\_center\\_annual\\_security\\_report\\_2021.pdf](https://www.acwhcc.org/upload/documents/adult_ed_documents/ashland_county_west_holmes_career_center_annual_security_report_2021.pdf)

**You may request a paper copy of this report from the Adult Education Department, 419-289-3313 ext. 3300.**

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 Ashland County-West Holmes Center office as well as the local county sheriff's department.

## Basic Crime Prevention Steps

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves less likely to become a victim or a statistic. The following is a list of DOs and DON'Ts to help you in protecting your personal property and yourself. DO lock your car at all times - when parked and when driving; DO report all crimes and/or suspicious activities to Adult Education Office promptly; DO mark your valuable possessions; DO treat all personal property as you do cash; DO ask a friend to walk with you to the parking lot; DON'T leave valuables in plain sight in your vehicle. DON'T leave books, handbags, book bags, wallets, etc. unattended in the library, cafeteria, restrooms or study areas; DON'T leave your purse or other valuables in an unlocked desk or file cabinet; DON'T leave cash or checks in your unlocked desk or file cabinet. Crime prevention is everyone's job. With some effort and forethought, we can maintain a safe campus environment.

## Access to Facility

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

Doors to facility are locked at 9:15am and remain locked throughout the day and evening. Access is by assigned key badges. Access to public by screening at door by receptionist during daytime hours and Adult Education Evening Secretary 3:00pm – 9:00pm. Access to building is Monday through Thursday 8:00am-9:00pm, Friday 8:00am-4:00pm during the secondary school year (end of August through end of May), and summer hours Monday through Friday 8:00am-4:00pm.

All guests are required to be COVID-19 compliant. Masks are required for entry into building and are to be worn at all times as long as Ohio's Mask Mandate is in effect. Temperatures will be taken electronically upon entry into building.

## Security and Crime Prevention

It is the policy of the Ashland County-West Holmes Career Center that all criminal activities or emergencies be reported to any available staff member who will in turn report the incident to the appropriate authorities.

## Contacts

Nancy Hall

Adult Education Director

Title IX and Section 504 Coordinator

419-289-3313, Ext. 2246

1783 State Route 60, Ashland OH 44805

halln@acwhcc.org

Rodney Cheyney

Superintendent

419-289-3313 Ext. 2215

1783 State Route 60, Ashland OH 44805

cheyneyr@acwhcc.org

Criminal Acts and Reporting and Relationship with Law Enforcement shall be consistent with established district policy and Ohio Revised Code. See Board Policy Manual Bylaws and Policies at

<http://www.neola.com/acwhcc-oh/>

***Your Right to Know! If you need information regarding sexual predators in the vicinity of Ashland County-West Holmes Career Center go to Ashland County Sheriff:***

[http://sheriffalerts.com/cap\\_office\\_disclaimer.php?office=55235](http://sheriffalerts.com/cap_office_disclaimer.php?office=55235)

## Phone Numbers – Agency

### Any Emergency – Call 911

If using a school phone, dial “8” first for an outside line	
<b>Agency</b>	<b>Emergency Number</b>
<b>Ashland County Sheriff’s Office</b>	<b>419-289-3911</b>
<b>Ohio State Highway Patrol</b>	<b>419-289-0911</b>
<b>Hayesville Fire Department</b>	<b>419-368-7335</b>
<b>Ashland Fire Department</b>	<b>419-289-6511</b>
<b>Poison Control Center</b>	<b>800-222-1222</b> Nationwide
<b>American Red Cross (Toledo)</b>	<b>419-289-3535</b>
<b>UH Samaritan Hospital</b>	<b>419-289-0491</b>
<b>Ashland County Emergency Management Agency</b>	<b>419-282-4272</b>
<b>Ashland County Children Services</b>	<b>419-289-8141</b>

## Campus Security Personnel & Important Contacts

Situation	Notify	Action
Blood & Bodily Fluids	Notify Maintenance Call 2237	Secure area. Wash hands.
Bomb Threat	Call 419-289-3911	If evacuation is ordered, avoid use of cellular phones, portable radios, pagers, etc. Do not turn off lights.
Child Abuse/Neglect	Call 419-289-8141	Contact Children Services and/or Ashland County Sheriff
Fire & Explosion	Call 911	Follow posted procedures to evacuate.
Hazardous Materials Emergency	Notify Maintenance Call 2237	Evacuate students in area. Notify Administration.
Hostage Situation	Call 911	Evacuate students in area if possible. Notify Administration.
Intruder/Unauthorized Visitor	Notify Administration Call 2246	Direct/escort subject to office.
Lock-down/ Procedures ALICE	Call 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 911	Notify Administration.
Tornado/Severe Weather		Follow posted procedures to designated safe areas.
Weapon	Call 911	Notify Administration.

## Surveillance Cameras

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building director to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building director is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where person have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems at various school sites throughout the District and on school buses.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's school sites and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building director, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building director, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after seven (7) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g., graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

FERPA 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

## **Emergency Operations Plan**

ACWHCC does not employ campus security personnel. Any crimes that do occur on campus should be reported to ACWCC administration immediately. The administrator will document the incident and contact local law enforcement if necessary. ACWHCC 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 Management Plan (EMP).

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

## **Emergency Management Plan ("EMP")**

Policy po8400

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the

Superintendent shall involve community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building.

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

Each EMP will include:

- A. A single document to address all hazards that may negatively impact the school; including but not limited to active shooter, hostage, bomb threat, act of terrorism, bullying, and any other natural or manmade events that the Superintendent knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property. The document will include:
  1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);
  2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery. The plan shall be compliant with the "National Incident Management System" (NIMS);
  3. the access and functional needs of the students, teachers, and staff;
  4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;
  5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health, and other outside experts who could assist in responding to and recovering from an emergency;

The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the school buildings will be a source for lessons learned.
6. the use of temporary door locking devices as permitted by law.
- B. a floor plan unique to each floor of the building;
- C. a site plan that includes all building property and surrounding property; and
- D. an emergency contact information sheet.

The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the Ohio Department of Education ("ODE") not less than once every three (3) years, whenever a major

modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

- A. each law enforcement agency that has jurisdiction over the school building
- B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located

The Superintendent will also file copies of updated EMPs with ODE and the above agencies within ten (10) days after s/he adopts the revised EMPs.

The EMP is not a public record.

The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.

The emergency management test must be a scheduled event; an actual emergency will not satisfy this requirement, even if an after-action report is produced. The emergency management test must be a tabletop, functional, or full-scale as defined in A.C. 3301-5-01, and each type shall be used once every three (3) years. It must include at least one (1) hazard from the hazard analysis in the EMP and at least one (1) functional content area. At least one (1) representative from law enforcement, fire, EMA, EMS, and/or behavioral health should be included.

Students may participate in the emergency management test at the discretion of the Director. In deciding whether, and to what extent, to involve students in an emergency management test, the Director should consider what benefit student inclusion in the emergency management test may have on the student population's preparation for an emergency and to enhance the safety of students in the building. The Director shall also consider age-appropriate participation, guidance, and training in preparation for students' participation in the test.

The Superintendent shall submit an after-action report to the ODE no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operation based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) the identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test.

The Superintendent shall grant access to each school building under his/her control to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent or designee shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student enrolled in the school after the annual notification and their parent/legal guardian shall be notified upon enrollment. Also, see Policy 8420 - Emergency Situations at School.

Updated 11/15/2018.

## **8420-EMERGENCY SITUATIONS AT SCHOOLS**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. the health and safety of students and staff are safeguarded
- B. minimum disruption to the educational program occurs

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Board also directs that fire, tornado, and school safety drills be conducted during the school year in accordance with State law.

Fire drills or rapid dismissals shall be conducted six (6) times a school year at the times and frequency prescribed by the State Fire Marshal with the first fire drill being conducted within ten (10) days of the beginning of classes. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted on a regular basis during the tornado season in the spring. Times and frequencies of drills must be varied.

School safety drills shall be conducted at least three (3) times during each school year. During the school safety drills, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building or rapidly evacuated in response to:

- A. a threat to the school involving terrorism;
- B. a person in possession of a deadly weapon or dangerous ordnance on school property; and
- C. other acts of violence.

At least one (1) safety drill shall include a scenario where pupils must be secured in the school building rather than rapidly evacuated.

School safety drills (including drills and theoretical drills) shall be conducted in conjunction with the District's emergency management plan.

The Director must conduct at least one (1) drill or rapid dismissal or one (1) school safety drill during each month of the school year. A drill or rapid dismissal may be conducted during the same month as a school safety drill. All building occupants must participate in the drill.

Additionally, the Director shall conduct a theoretical school safety drill at least once during the school year to provide instruction to school faculty and staff regarding procedures to be followed in such situations. The theoretical drill does not need to include student participation and may be conducted at the required annual employee school safety drill training session.

Each safety drill shall be conducted in conjunction with law enforcement officials.

Prior to conducting the annual school safety drills, each Director shall:

- A. provide advance written notice of each school safety drill (actual and theoretical) to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

Such notice shall be provided no later than seventy-two (72) hours prior to the date the drill will be held, be sent by mail, facsimile, or electronic submission, and include the address of the school and the date and time the drill will be conducted.

- B. provide follow-up written certification of the date and time the drill was conducted during the previous school year as well as the date and time each drill will be conducted during the current school year to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

The certification must be submitted by mail facsimile or electronically by December 5th each calendar year.

- C. hold annual training sessions for school employees regarding the procedures to follow during school safety drills.

Each Director shall keep a written record of the date and time of each drill conducted.

Procedures shall be developed for the handling of all emergency evacuations.

R.C. 3737.73

A.C. 1301:7-7-01, 1301:7-7-04, 3301-5-01

## Safe and Drug Free Schools

po8400

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
  - 1. allows a teacher to communicate effectively to all students in the class;
  - 2. allows all students in the class the opportunity to learn;
  - 3. has consequences that are fair, and developmentally appropriate;
  - 4. considers the student and the circumstances of the situation; and
  - 5. is enforced accordingly

## 5530 - DRUG PREVENTION

3/15/2018

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance containing betel nut (areca nut);
- G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
  - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
  - 4. promotes positive emotional health, self-esteem, and respect for one's body;
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
- K. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy 5771 and AG 5771, Suspension and Expulsion Policy 5610 and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

© Neola 2017

Legal

R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.95, 3313.752, 3319.012

20 U.S.C. 3171 et seq., Drug-Free Schools and Communities Act of 1986

20 U.S.C 3224A

## Persistently Dangerous Schools

po8400

11/15/2018

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

## Victims of Violent Crime

po8400

11/15/2018

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with

Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

R.C. 3313.536

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 6301 et seq.

Public Law 107-110

## **FACILITY SECURITY**

po7440

11/19/2009

Facilities and equipment constitute a major financial investment by the District. It is in the best interest of the Board of Education to protect the District's investment adequately.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal law. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek repair to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent shall report to the Board any significant incident involving vandalism, theft, personal safety or other security risk and the measures being taken to address the situation.

R.C. 2909.05, 3313.173, 3313.642

A.C. 3301-35-03

## **EMERGENCY REMOVAL OF STUDENTS**

po5610.03

12/20/2018

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent or principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing is required for any removal under this policy.

A due process hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written

notification will be given to the parent(s)/guardian(s) or custodian of the student. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place on the next school day after the date of the initial removal and will be held in accordance with the procedures outlined in the Policy 5611 - Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extra-curricular activities the next school day, the Director is not required to hold a hearing (or provide written notice of the same).

The Principal shall not initiate suspension or expulsion proceedings against a student in any grades pre-kindergarten through 3 who was removed unless the student has committed one (1) of the following acts:

- A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board. Similarly, the Director can initiate suspension or expulsion proceedings if the student possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.
- B. The student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).
- C. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

If the Superintendent or Principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion.

R.C. Chapter 2506, 3313.66, 3313.661, 3313.662

## DISCLOSURE OF SECURITY POLICY AND CRIME STATISTICS (CLERY ACT)

po2452

11/19/2017

As a postsecondary school participating in Title IV financial aid programs, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), requires the Board of Education 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.

In compliance with this, the Board shall publish to all post-secondary adult education students and employees, and to any applicant for enrollment or employment, upon request, an annual security report containing at least the following information with respect to the District's security policies and campus crime statistics:

- A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
- B. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.
- C. To the extent applicable, a statement of current policies concerning campus law enforcement, including:
  1. the law enforcement authority of campus security personnel;
  2. the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses; and
  3. policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
- D. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
- E. A description of programs designed to inform students and employees about the prevention of crimes.
- F. Statistics concerning the occurrence on campus, in or on non-campus buildings or property, and on public property during the most recent calendar year, and during the two (2) preceding calendar years for which data are available:
  1. For the following criminal offenses reported to campus security authorities or local police agencies:

- a. murder
  - b. sex offenses, forcible or non-forcible
  - c. robbery
  - d. aggravated assault
  - e. burglary
  - f. motor vehicle theft
  - g. manslaughter
  - h. arson
  - i. arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession
2. Of the crimes described in sub-clauses 1. through 9. above, for larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, the data shall be collected and reported according to category of prejudice.
  3. The data concerning the above listed criminal offenses shall be reported annually to the Secretary of the U.S. Department of Education. The same shall be reported to the school community on a timely basis that will aid in the prevention of similar occurrences. Such data shall not identify victims of crimes or persons accused of crimes. The data shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act.
- G. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities, if applicable.
  - H. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs.
  - I. A statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained.

- J. A statement of current campus policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication (if appropriate), which policies shall include procedures to:
  - 1. immediately notify the campus community after the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to contain the emergency;
  - 2. publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and
  - 3. Test emergency response and evacuation procedures on an annual basis.
  
- K. A copy of this policy shall be provided with any report pursuant to this policy.

## **DEFINITIONS**

For purposes of this policy:

- A. The term "campus" means:
  - 1. any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
  - 2. property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
  
- B. The term "non-campus building or property" means:
  - 1. any building or property owned or controlled by a student organization recognized by the institution; and
  - 2. any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
  - 3. any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.
  
- C. The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare,

or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

## **PROGRAMS**

In accordance with 20 U.S.C. 1092(f)(8), the Board will provide programs regarding the prevention of domestic violence, dating violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. These educational programs may include, but are not limited to, informing students at least annually of this information and of services offered by the Board and local law enforcement agencies as well as ways to maintain personal safety and security on District property. As needed, students are told about crime on campus and in surrounding neighborhoods. Similar information is also provided to employees. Crime prevention and sexual misconduct prevention programs are available on an ongoing basis and focus on personal safety.

The primary prevention and awareness programs for all incoming students and new employees are provided during orientation. The programs will include community-wide or audience specific programming, initiatives, and strategies that increase student and employee knowledge and will share information and resources to prevent violence, promote safety, and reduce perpetration. The primary prevention and awareness programs will also include:

- A. a statement that the District prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
- B. training on recognizing "dating violence", "domestic violence", "sexual assault", and "stalking";
- C. a description of safe and positive options for bystander intervention. These are safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- D. information on risk reduction which are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- E. a description of District's ongoing prevention and awareness campaigns for students and employees. These are programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking using a range of strategies with audiences throughout District post-secondary adult education programs.

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. This information may be provided in a variety of ways such as videos, speakers, announcements, electronic

and cellular communications, security and safety alerts, or written materials such as crime prevention awareness packets.

## **INCIDENT REPORTS AND INVESTIGATIONS**

Once an incident of dating violence, domestic violence, sexual assault, or stalking has been reported, the District will use follow the procedures set forth in Policy 5517.

If a violation is substantiated, appropriate measures will be taken, including appropriate discipline of the perpetrator(s) and accommodations or protective measures for the victim(s).

Students who have been the victim of a sexual offense covered by this policy should report to local law enforcement immediately. Prompt reporting is important to preserve evidence as well as witness recollection. Once reported to law enforcement, the student should report the incident to the Superintendent at 1783 State Route 60, Ashland, Ohio 44805. Staff members not designated to receive reports who otherwise receive a report from a student should immediately report such incident to the individuals identified above, or to their direct supervisor if a compliance officer is not available.

The District's normal disciplinary procedures will be followed for imposing discipline where warranted. In all disciplinary hearings, the accused and the accuser shall both have the right to representation or to have others present at such hearing for support. Both the accused and the accuser will be informed of the outcome of any investigation and disciplinary procedure, to the extent permitted by laws concerning the confidentiality of student records.

The District will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the District and the community.

The District will provide notification to students about options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

T.C. 11/19/17

Legal

The Violence Against Women Reauthorization Act of 2013

Amendments to the Jeanne Clery Act,

20 U.S.C. 1092(f).

## **Emergency Drills and Procedures**

### **Fire/Fire Drill Procedures**

- Refer to maps showing fire exit routes on display at room exit doors. Do not remove these maps. DO NOT TURN OFF LIGHTS.
- All building occupants will leave the building upon hearing the fire alarm. If the regular exit is blocked, use the alternate exit.
- Instructors will take the attendance record, close door and follow the group.

- The group will assemble at least 100 feet outside the building and away from the fire lanes. Instructors will check the roll and report any students missing. ALL students will remain with their own group.

## Tornado/Tornado Drill

The Adult Education Office monitors the emergency weather announcements, Sheriff's, and Fire Department for any bulletins being issued regarding a tornado watch, warning, or sighting. A tornado alarm is announced on the public address system. Teachers take the attendance sheet, secure the door open and follow the class.

Assigned shelters are:

- Ed McGinnis Group Room between Library and Common area.
- HVAC lab assemble in restroom area.
- If you are upstairs when the alarm is given, proceed down the nearest stairs to the nearest shelter area.
- Learning Center students proceed to the main building and report to Ed McGinnis Group Room between Library and Common area.

### Tornado and Tornado Drill Procedures

- Upon arrival at the shelter area, kneel on the floor, and protect your head with your arms. KEEP CALM! The group will stay together in the shelter area until authorized to return to class.
- If there is insufficient time to reach a shelter area:
  - o Go to an inside wall, away from the windows
  - o Kneel on the floor or crawl under a desk or worktable.
  - o Hold a book over your head, or protect your head with your arms.
  - o IF A TORNADO STRIKES THE BUILDING, AND AFTER AN ALL CLEAR HAS BEEN GIVEN, STAFF AND STUDENTS SHOULD EVACUATE THE BUILDING AND GATHER IN THE FRONT YARD FOR ATTENDANCE AND SAFETY MATTERS.

## Bomb Threat

In the event of a bomb threat, the Adult Education Office will call the Ashland County Sheriff's Department: 419-289-3911 or dial 911. The public address system will be used to inform all teachers and students. The building will be cleared according to Fire Drill procedure. Teachers will take attendance sheets to check class roll. Remain at least 100 feet from the building until further notice. Do not leave the property or group. Students should remain with instructors.

## Post-Emergency Plan (If an explosion occurs)

Everyone evacuates the building and GOES TO THE FRONT YARD AREA. Instructors will take roll call and learn the whereabouts of missing people.

**IMPORTANT** - No one is to leave school grounds unless sent or released by school administration.

## Firearms, Knives, and Other Dangerous Weapons Policy

Students are prohibited from bringing firearms, knives, or other dangerous weapons or devices onto the school property, in any school vehicle, to any school sponsored activity, or on any other property, which

is used by the Board of Education. Violation of this policy will result in disciplinary action or immediate dismissal, and may be reported to the proper authorities.

WARNING: "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, NO person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises." A valid license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted!

## Illness or Injury

Any illness or injury of a student must be reported to the administrative staff as soon as possible. Staff personnel shall treat an illness or injury immediately, provided the treatment is within their capabilities. Should an illness or injury occur that is outside the capabilities of the staff, the Ashland Emergency Squad will be called at 911. The staff shall have all medical information available from the student's Emergency Medical Form for the emergency personnel. Student is responsible for making the Adult Education Office aware of changes to the emergency Medical Form throughout the program utilizing the Change in Status Form. The staff shall maintain order at the scene, notify administrative personnel, and file all Incident/Accident Forms as required.

## Alcohol and/or Drug Policy

All students and staff are prohibited from bringing to school, having, consuming, or distributing intoxicating substances and/or drugs, and being under the influence upon the Career Center's premises, in any school vehicle, to any school sponsored activity or any property which is used by the Board during and after school hours. Violation of this policy will result in disciplinary action or immediate dismissal and may be reported to the proper authorities. Intervention, drug testing, and/or follow up referral to appropriate agencies may be required.

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District's classified staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member if given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, which may include dismissal.

Drug-Free Workplace Act of 1988  
41 U.S.C. 701 et seq.  
20 U.S.C. 3224A

Students will have a session with the Adult Education Assistant Director on drug and alcohol abuse education.

## HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS

### ALCOHOL RISK AND POSSIBLE HEALTH EFFECT

#### Alcoholism & Alcohol Abuse

- Alcohol withdrawal syndrome
- Cardiomyopathy
- Certain types of cancer (oral, pharynx, esophagus, larynx, and the lung)
- Cirrhosis
- Deficiency in thiamine
- Gastrointestinal disorders
- Heart disease
- Korsakoff's psychosis
- Learning and memory problems
- Nerve damage
- Pancreatitis
- Permanent damage to brain and liver
- Wernicke's encephalopathy

#### Birth Defects

- Fetal Alcohol spectrum disorders
- Miscarriage
- Physical and mental birth defects
- Stillbirth

#### Chronic Heavy Drinking or Binge Drinking

Heavy: 14 drinks/week for men; 7 drinks/week for women

Binge: 5+ drinks for men in 2 hours; 4+ drinks for women in 2 hours

- Alcohol poisoning
- Anemia
- Cancer (correlated with mouth, throat, larynx, esophagus, liver, breast, and colon)
- Cardiovascular disease
- Dementia
- Depression
- Gout
- High blood pressure
- Liver disease, heart disease
- Nerve damage
- Pancreatitis
- Sleep disorders
- STDs and unwanted pregnancy from unsafe sex
- Stroke

#### Intoxication

- Decreased ability to analyze sensor information resulting in disturbing balance, slurred speech, blurred vision, heavy sweating, and dulled sensation of pain
- Dehydration
- Disrupted balance of minerals in the blood
- Disrupted judgment
- Gastritis

- Hangovers consisting of headache, thirst, nausea and dizziness as well as fatigue
- Impaired brain function
- Impaired judgment
- Impaired Motor skills
- Increased chances of death, accidents, and injuries, falls, sexual victimization, suicide
- Increased lethargy
- Inflammation of esophagus
- Interference with sleep rhythms

## **COMMONLY ABUSED DRUGS BY CATEGORY AND POSSIBLE HEALTH EFFECT**

### Anabolic Steroids

- Aggression or rage
- Blood clotting and cholesterol changes
- Delusions
- Extreme irritability
- Extreme mood swings
- Fluid retention
- For men-shrinkage of the testicles (testicular atrophy), reduced sperm count or infertility, baldness, development of breasts (gynecomastia), increased risk of prostate cancer
- For women-growth of facial hair, male pattern baldness, changes in or cessation of the menstrual cycle, enlargement of the clitoris, deepened voice
- Hypertension
- Impaired judgment stemming from feelings of invincibility
- Increased risk of contracting HIV/AIDS or hepatitis
- Kidney cancer
- Liver cysts
- Paranoid jealousy
- Severe acne

### Bath Salts

- Agitation
- Altered mental state
- Chest pain
- Extreme paranoia and delusions
- Hallucinations
- Highly addictive
- Hypertension
- Increased blood pressure and heart rate
- Kidney injury
- Panic attacks
- Seizures
- Violent behavior, self-injury, self-mutilation, suicide

### Cannabinoids (Hashish, Marijuana)

- Anxiety, paranoia and panic attacks
- Asthma
- Bloodshot eyes
- Cancer of the lungs

- Difficulty speaking, listening, thinking, and problem solving
- Distorted perception (sight, sound, time, touch)
- Dry mouth and throat
- Impaired complex motor skills
- Impaired concentration
- Impaired judgment
- Increased risk of damaging the lungs and reproductive system
- Increased heart rate
- Linked to heart attacks
- Loss of coordination
- Lowered sperm production
- Problems with memory and learning
- Psychological dependence
- Respiratory problems: bronchitis, emphysema and bronchial asthma

#### Depressants

- Fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death
- Barbiturates: Depression, dizziness, fever, irritability, life-threatening withdrawal, poor judgment, slurred speech, unusual excitement
- Benzodiazepines: Dizziness
- Flunitrazepam: Memory loss for the time under the drug's effects, urinary retention, visual and gastrointestinal disturbances
- GHB: Coma, death, drowsiness, loss of consciousness, loss of reflexes, nausea/vomiting, headache, seizures
- Methaqualone
- Depression

#### Dextromethorphan (DXM)

- Body rash/itching
- Closed-eye hallucination
- Difficulty breathing
- Dizziness
- Drowsiness
- Gastrointestinal disturbances
- Memory Loss
- Nausea
- Numbness

#### Dissociative Anesthetics

- Ketamine: Altered body image, altered hearing, aphasia, blunted affect, blurred vision, delirium, diplopia, dizziness, erythema, euphoria, hallucinations, hyper salivation, hypertension, illusions, impaired attention, memory and judgment, nausea and vomiting, nightmares, nystagmus, pain at injection site, psychomimetic phenomenon, nystagmus, pain at injection site, psychomimetic phenomenon, tachycardia, vivid dreams
- PCP and analogs: Aggression, decrease in blood pressure and heart rate, depression, loss of appetite, panic, violence

### Hallucinogens

- LSD, Mescaline & Psilocybin: Delusions and hallucinations, increased body temperature, heart rate, and blood pressure, loss of appetite, numbness, weakness, sleeplessness, tremors, unpredictable psychological effects, with “trips” lasting about 12 hours
- Mental disorders
- Nervousness, paranoia

### Inhalants

- Aspiration of vomit
- Birth defects if pregnant
- Cramps
- Damage to central nervous system and brain
- Depression
- Frostbite
- Hearing loss
- Heart failure
- Hypoxia
- Kidney damage
- Limb spasms
- Memory impairment
- Muscle weakness
- Unconsciousness

### Opioids

- Heroin: Coma, unconsciousness, confusion, constipation, depressed breathing so overdose can be fatal, highly addictive and tolerance builds up rapidly, increased risk of infectious diseases such as HIV/AIDS and hepatitis, nausea, sedation, staggering gait

### Stimulants

- Amphetamines: Aggression, erratic behavior, bad feelings as drug wears off, convulsions, coma, death, depression, extreme exhaustion, hallucinations, headache, loss of coordination, low blood pressure, nausea, panic and paranoia; Physical effects: hyperactivity, dilated pupils, vasoconstriction, blood shot eyes, flushing, restlessness, dry mouth, bruxism, headache, tachycardia, bradycardia, tachypnea, hypertension, hypotension, fever, diaphoresis, diarrhea, constipation, blurred vision, aphasia, dizziness, twitching, insomnia, numbness, palpitations, arrhythmias, tremors, dry and/or itchy skin, acne, pallor, convulsions, and with chronic and/or high doses, seizure, stroke, coma, heart attack and death can occur
- Cocaine: Abdominal pain, anxiety, panic attacks, paranoia, chest pain, cocaine is very addictive and many users quickly develop a strong psychological dependence on it, damage to the veins, leading to ulcers and gangrene, and increased risk of blood borne infections such as hepatitis or HIV, damage to the lungs, damage to the nasal septum as the drug causes vasoconstriction, feeling constantly run-down when not taking cocaine, headaches, heart attacks, increased body temperature, long-term changes to the brain, particularly in the brain's 'reward' circuits, which control sense of pleasure, and personality changes, loss of libido, malnutrition, nausea, raised heart rate and blood pressure, respiratory failure, strokes or seizures, tolerance builds quickly
- MDMA: Anxiety, panic, confusion, cardiac/liver toxicity, depression as drug wears off, dry mouth, hyperthermia, impaired memory and learning, increased heart rate and raised blood pressure, increased liver and kidney problems in later life, interferes with body's fluid control mechanisms and salt balance, making it easy to overhydrate and cause the brain to swell, long-term brain changes such as depletion of serotonin, leading to chronic depression, memory

impairment, and personality changes, mild hallucinogenic effects, raised body temperature, leading to dehydration, renal failure

- Nicotine: Adverse pregnancy outcomes, cardiovascular disease, chronic bronchitis and emphysema, heart disease, increased risk of cancer in almost every organ and tissue of the body, especially cancer of the lung, throat, and stomach, lung disorders and disease, stroke

## Substance Abuse Assistance

- |  |              |
|--|--------------|
| • First Call 211                                       | 211          |
| • Ashland Connects to Teens (ACT) Teen Mentor Program  | 419-289-1903 |
| • Alcoholics Anonymous                                 | 419-522-4800 |
| • Alcoholics Anonymous District Office, Cleveland      | 216-241-7387 |
| • Ashland Co. Council on Alcoholism & Drug Abuse       | 419-289-7675 |
| • Together We Hurt, Together We Heal (Crawford County) | 419-689-6427 |
| • Catalyst Life Services (Mansfield)                   | 419-522-4357 |
| • Maryhaven (Crawford County)                          | 419-562-1740 |
| • OneEighty (Wayne County, West Holmes)                | 800-686-1122 |

## Legal Requirements

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the Ohio Department of Commerce and U.S. Drug Enforcement Administration.

### Underage Drinking

- Purchase, order, pay for, or share the cost of alcohol if you are under 21.
- Possess alcohol if you are under 21.
- Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse who is 21 or older.
- Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.
- Allow anyone under 21 who possesses or consumes alcohol to remain in your home, apartment, or in other property that you own or occupy unless alcohol is given by and consumed in the presence of the underage person's parent, legal guardian, or adult spouse.

### False Identification

- Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
- Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

### Open Containers

- Have an open container of alcohol in your possession in any unlicensed public place.
- Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
- Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.
- Open containers are not allowed at any Ohio State tailgating events.

## Transportation

- Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
- Consume alcohol while in a motor vehicle.
- Drive while under the influence of alcohol.
- Be in physical control of a vehicle while drinking or under the influence of alcohol.

## Disorderly Conduct

- Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

## Alcohol Sales

- Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control.

## Illicit Drugs

- Sell or offer to sell any controlled substance, or prepare or package any controlled substance for sale.
- Distribute any controlled substance, unless authorized to do so by law.
- Knowingly obtain, possess, or use a controlled substance without a prescription.

## State of Ohio Alcohol and Drug Law Criminal Sanctions

- Underage drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for violation: Violation of O.R.C. 4301.63 will result in a fine of not less than \$25 but not more than \$100. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and may specify the designated time in which the public work shall be completed.
- False identification used to purchase alcohol for someone under 21: O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than \$1,000.
- False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment is a first degree misdemeanor with a fine of not less than \$250 but not more than \$1,000 and up to six months imprisonment.

- Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to \$250.
- Furnishing or selling alcohol to someone under 21: O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to a person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and up to six months imprisonment.
- Underage purchase, possession or consumption of alcohol: O.R.C. 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess,
- Consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to \$1,000.
- Driving while intoxicated: O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to \$1,000. The court may also impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. 4511.19.
- Selling or distributing illicit drugs: O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include six to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first degree felony can include imprisonment up to 10 years and a fine up to \$20,000.
- Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000.
- A complete list of Ohio drug prohibitions can be found in Chapter 2925 of the Ohio Revised Code.

### Federal Drug Laws

- Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.
- Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000 fine to imprisonment for life with a \$10 million fine for an individual, and from five years imprisonment with a \$1 million fine to imprisonment for life with a \$50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled

substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a \$5 million fine to imprisonment for life with a \$10 million fine for an individual, and from five years' imprisonment with a \$25 million fine to imprisonment for life with a \$50 million fine if not an individual. First offense penalties for simple possession, 21 USC §844, range from at most one years' imprisonment or at least a \$1,000, fine or both; to at most 20 years' imprisonment and a fine of at least a \$1,000.

- For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

### Disclaimer

- This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.
- If you are charged with a crime it is a good idea to seek advice of an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

## Sexual Misconduct & Dating Violence

Ashland County-West Holmes Career Center (ACWHCC) is committed to a consistent effort in maintaining an environment free of sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation and dating violence including stalking and domestic violence. In its goal to create an environment for all students, employees and visitors which is fair and free of coercion, the Center has adopted a sexual harassment policy with accompanying procedures as the basis for community education and complaint resolution.

Sexual misconduct cannot and will not be tolerated at ACWHCC. Sexual misconduct is a form of discrimination in violation of Center's policy and Title VII of the Federal Civil Rights Act of 1964 (as amended), Title IX of the 1972 Educational Amendments and Section 4112 of the Ohio Revised Code. Students, staff and visitors at ACWHCC have a right to an environment free of sexual misconduct, not only by persons in positions of power, but by any ACWHCC employee, student or visitor. Sexual misconduct constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of the Center's policy; it is a form of discrimination and is illegal.

Consent is defined as voluntary, positive agreement between participants to engage in specific sexual activity.

Sexual assault/rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual harassment is defined as unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims.

Domestic Violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved.

Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for his/her safety or for the safety of those around him/her or suffer substantial emotional distress.

Sexual Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other students), and includes any of the above unwanted actions (except suggestions that can be exchanged for grade or promotions). Sexual harassment committed by students is a serious offense which could lead to dismissal from the Center.

If an individual is the victim of sexual misconduct he/she is strongly encouraged to report such incidents promptly to the Nancy Hall, Adult Education Director, located in the Adult Education Office, 419-289-3313 Extension 2246, halln@acwhcc.org. Nancy Hall also serves as the District's Title IX and Section 504 Coordinator.

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be reported to the Adult Education Office which will make immediate contact with the local law enforcement agency in order to ensure a prompt and thorough investigation of the occurrence. If the victim is uncertain about reporting an instance of sexual misconduct, the Center's officials strongly encourage victims to talk to someone about it. The Center's crisis counselors are licensed mental health professionals and any conversation had with them is considered a privileged and confidential communication. They are not required to report any information about the incident to Center's officials. The advocates are able to notify Center's officials without disclosing any personally identifiable information about the victim.

## **Bystander Intervention Options**

Any campus community member that observes or is made aware of an incidence of dating violence, domestic violence, sexual assault, or stalking occurring on campus is strongly encouraged to report the matter immediately to the Adult Education Office, 419-289-3313, Extension 2203. If the situation necessitates and immediate police presence, please call 9-1-1. Some other safe intervention options can include:

- Notifying a Center's official – see page 5
- Avoiding use violence
- Being honest and direct when trying to diffuse the situation
- Recruiting the assistance of others around you
- Keeping yourself safe at all times

## What to Do If You Are Sexually Assaulted:

In the case of a sexual assault, it is extremely important that physical evidence be preserved.

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you. And, remember, it's not your fault you were attacked.
- Write down everything you can remember about the incident and assailant (physical description, location of the attack, etc.)
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing. If possible, take pictures of any visible bruises or injuries you may have.
- If the incident occurred on any campus, immediately report the information to any Center's official 419-289-3313 Extension 2203, or dial 9-1-1. (See page 5) Information can also be shared with a campus advocate. Center's officials will assist the victim in notifying the local law enforcement agency and navigating the reporting process.
- Seek medical attention. Even if you don't think you're injured, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.
- For survivors of sexual assault seeking counseling and support, Center's officials have identified the following resources:
  - 211
  - Safe Haven Rape Crisis Domestic Violence  
2233 Rocky Lane Ashland, OH 44805  
(419) 289-8085 24 hour hotline
  - National Sexual Assault Hotline 800-656-4673
  - National Domestic Violence Hotline 800-799-7233

## Institutional Protective Measures

Center's officials will assist survivors of sexual misconduct and dating violence with any class schedule adjustment(s) deemed necessary. In addition, Center's officials will also enforce On-Campus No Contact Orders prohibiting communication (in person, via telephone, text message, social media, etc.) amongst all parties. Ask a friend to walk with you to parking lot.

## Primary Prevention and Awareness

Each school year the Center's personnel will review processes of prevention and awareness, working in conjunction school liaison when responding to, preventing, recovering from, reporting, and assisting survivors of sexual misconduct and dating violence.

## Registered Sex Offenders Website Information

You may access local law enforcement files for registered sex offenders in the State of Ohio at the following website:

<http://www.icrimewatch.net/index.php?AgencyID=55149>

## Guidance Services

Services provided by the School-Community Liaison and Adult Education Assistant Director include:

- Career assessment and counseling
- Student academic and/or attendance counseling
- Referrals for personal counseling
- Entrance interviews to establish career goals and identify training barriers

- Coordination of special needs services – students should contact the School-Community Liaison as soon as a condition becomes apparent

## Disclosure of Hearing Outcomes

Upon completion of a hearing with the review panel, the alleged victim will be informed of the hearing outcome by the Adult Education Director after a written request.

In accordance with Section 487 (a)(26) of the Higher Education Opportunity Act, which states: “The institution will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.”

## Personal Counseling

Successful completion of training programs and employment may be jeopardized by individual or family problems. Student may ask for help by contacting the Adult Education Assistant Director or any staff member with whom he/she is comfortable.

## 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 ACWHCC 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.

## 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](http://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).

### **Scary Situation**

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

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

## **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. ACWHCC 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**

### **Bystander Intervention**

ACWHCC 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.***

### **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.

### **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

### **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 or 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 ACWHCC 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**

ACWHCC is strongly committed to providing an educational environment free from sexual harassment. ACWHCC 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 ACWHCC environment. It can include harassment between employees, between employees and students and between students.

The creation of an intimidating, hostile or offensive ACWHCC 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. (ACWHCC discourages staff from seeking or becoming involved in relationships with students that exceed normal and usual educational relationships developed to promote the instructional process.) ACWHCC will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.

ACWHCC 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.

## Crime Statistics

Ashland County-West Holmes Career Center works in conjunction with the Ashland County Sheriff's Department in a continued effort to keep our facilities safe. We compile the following crime statistics from the Ashland County Sheriff's office and Ashland City Police Department.

<b>Criminal Offense</b>	<b>Location</b>	2017	2018	2019	2020
Murder/Non-Negligent Manslaughter	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Negligent Manslaughter	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Sex Offenses-Forcible	On-Campus Property				
	Rape	-0-	-01-	-0-	-0-
	Fondling	-0-	-0-	-0-	-01
	Public Property*				
	Rape	-0-	-0-	-0-	-0-
	Fondling	-0-	-0-	-0-	-0-
Robbery	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Aggravated Assault	On-Campus Property	-01-	-02-	-0-	-02-
	Public Property*	-0-	-0-	-0-	-0-
Burglary	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Motor Vehicle Theft	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Arson	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Domestic Violence	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Dating Violence	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Stalking	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-

<b>Arrests</b>	<b>Location</b>	2017	2018	2019	2020
Alcohol Law Violations	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-02-
Drug Law Violations	On-Campus Property	-01-	-0-	-0-	-01-
	Public Property*	-0-	-0-	-0-	-0-
Weapon Law Violations	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-

<b>Disciplinary Referrals</b>	<b>Location</b>	2017	2018	2019	2020
Alcohol Law Violations	On-Campus Property	-0-	-0-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-
Drug Law Violations	On-Campus Property	-02-	-05-	-0-	-05-
	Public Property*	-0-	-0-	-0-	-0-
Weapon Law Violations	On-Campus Property	-0-	-01-	-0-	-0-
	Public Property*	-0-	-0-	-0-	-0-

*\*Public Property: 1 mile into Byers Woods, SR 60 in front of building, including Ashland County Health Department parking lot*

*On Campus Property and Public Property crime statistics provided by Ashland County Sheriff's Office*

## Hate Crimes

Hate crimes are where the victim is intentionally selected based on his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, gender identity. Ashland County-West Holmes Career Center must report any of the above listed crimes, as well as vandalism, intimidation, larceny/theft, simple assault and any other crime involving bodily injury where bias is a motivating factor. For the calendar years 2015, 2016, and 2017 there were no reported hate crimes within these definitions.

**Geographic area covered in the above statistics:** ACWHCC center property, area of State Route 60 in front of our campus, one mile back into Byers Woods behind the campus, to the south edge of our property, and to and including the Ashland County Service Center Parking lot.