



CUYAHOGA VALLEY  
CAREER CENTER

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**CAMPUS SECURITY ANNUAL REPORT  
FOR 2018**

*Including crime statistics for 2016, 2017 and 2018*  
(440) 526-5200

# Cuyahoga Valley Career Center

## Campus Security 2018 Annual Security Report

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Cuyahoga Valley Career Center publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that they can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the Cuyahoga Valley Career Center campus or on public property adjacent to the campus.

The Cuyahoga Valley Career Center Facilities and Operations Manager has primary responsibility for categorizing, disseminating and publishing crime statistics collected on campus and includes statistics obtained from various local law enforcement entities. Cuyahoga Valley Career Center does not provide residential dormitories or facilities for on-campus student housing. The Cuyahoga Valley Career Center Adult Education and District Services Director is responsible for ensuring annual disclosure of crime statistics, and to provide to students and staff available counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims.

### Campus Security

The Campus Security office is located in the Adult Education Office Cuyahoga Valley Career Center at 8001 Brecksville Road, Brecksville, Ohio 44141. The office personnel can be reached from anywhere on campus by calling 440-526-5200, extension 8210/ For emergencies necessitating an immediate police, fire or EMS response, please call 9-1-1.

### Access to Campus Facilities

For security purposes, campus buildings are secure except from 7:00 am until 7:50 am and 10:35 am until 11:35 am. All visitors must sign in at the reception area and wear a visitor tag while in the building. Cuyahoga Valley Career Center uses electronic surveillance systems to monitor activity on school property and in school vehicles in an effort to protect the health, welfare and safety of its students and staff. No electronic surveillance is present in areas where individuals have a reasonable expectation of privacy. School facilities are generally open from 8:00am-10:00 pm Monday through Thursday, and from 8:00am-4:00pm Friday, unless otherwise specified by administration.

### How to Report Crimes or Incidents on Campuses

**Building Security** If an item is in need of maintenance, please notify the Adult Education Office (ext. 8210). All persons are encouraged to report any suspicious activities, incidents, or individuals to the Adult Education Office.

## Reporting Criminal Activity On and Off Campus

Any on-campus criminal activity or emergency should be directly reported to the Adult Education Office (dial ext.) in Adult Education Building or by dialing 9-1-1 (7, then 9-1-1 if using a campus phone).

The Adult Education Office is open during the following hours:

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.

When regularly scheduled classes are not in session or the buildings are officially closed, any criminal activity or emergency can be reported by dialing 9-1-1. Inform the dispatcher of the nature of the activity and/or emergency and its location. Notify the receptionist in the Welcome Center (440) 526-5200 or in person or Adult Education Office. Brecksville Police Department has primary jurisdiction over the investigation of crimes at Cuyahoga Valley Adult Career Center.

Cuyahoga Valley Career Center is required, by law, to include any crime reported to Campus Security in its annual Security Report. Crimes reported to the Cuyahoga Valley Career Center Counselor are excluded from this requirement; however, the institution encourages the Counselor to, when he or she believes it appropriate, inform the person being counseled of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual Security Report.

## Timely Warnings Policy Statement

Cuyahoga Valley Career Center maintains and reports yearly crime statistics available at [www.cvccworks.edu/adult-education/financial-aid](http://www.cvccworks.edu/adult-education/financial-aid) and, when appropriate, will issue **timely warnings** to the campus community relative to potential criminal activity. Cuyahoga Valley Career Center strives to provide safe and secure campus environments. Occasionally an incident may take place on the campus or information is received from a local law enforcement agency regarding an incident that occurred in the immediate vicinity of the campus which is considered potentially threatening. If any member of the campus community knows of a crime or other serious incident, he or she should report that incident as soon as possible to the Adult Education office or call 9-1-1, so that a timely warning can be issued. When the school is made aware of such information, the school will issue **timely warnings** via e-mail and place the message on the district website ([www.cvccworks.edu](http://www.cvccworks.edu)).

## Emergency Response and Evacuation

Cuyahoga Valley Career Center has implemented a comprehensive Emergency Notification System that can alert and inform staff and students, and the larger community as necessary, in the event of an imminent threat to health and safety (e.g. tornado, active shooter, hazardous material spill, etc.). Upon confirmation from a Cuyahoga Valley Career Center administrator regarding a significant emergency or dangerous situation involving an immediate threat to the health and safety of campus members, emergency notifications will be disseminated without delay to campus members via voice message and email alerts, internal public address system and/or an external siren (where applicable). The Facilities and Operations Manager and authorized school personnel have responsibility for issuing notifications via the institution's Emergency Notification System.

The Facilities and Operations Manager, working in conjunction with other school officials, will determine the content of the emergency notification, select the most appropriate method(s) for disseminating the information as quickly as possible, and initiate the notification system. The voice message system is a **free** service that students and staff can subscribe to in order to receive information directly to their land-line and/or mobile phone in the event of an emergency or campus closure.

When a situation deems it appropriate, the external siren would be capable of producing audible and voice commands to the campus community. When the audible alert tone is heard, students and staff will immediately be instructed on what steps to take next to ensure their health and safety which could include seek shelter inside immediately, stay inside until further notice or evacuate the campus immediately.

Other emergency notification methods the institution may employ could include fliers posted at entryways, the school's homepage ([www.cvccworks.edu](http://www.cvccworks.edu)), digital displays, and broadcast television/radio alerts. Emergency evacuation routes are conspicuously posted in each classroom on our campus.

Institution officials will conduct annual tests and exercises of emergency response and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of our emergency response and recovery capabilities.

### **Basic Crime Prevention Steps**

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting can make someone less likely to become a victim or a statistic. The following is a list of DO's and DON'Ts to help students and staff in protecting personal property and oneself. DO lock one's car at all times - when parked and when driving. DO use the lighted walkways going to and from the parking lots. DO report all crimes and/or suspicious activities. DO mark one's valuable possessions (books, calculators, recorders, etc.). DO treat all personal property as one would cash. DO ask a friend to walk to the parking lot. DON'T leave valuables in plain sight in one's vehicle (iPods, GPS devices, books). DON'T leave books, handbags, book bags, wallets, etc. unattended. DON'T leave one's locker unlocked. DON'T leave one's purse or other valuables in an unlocked desk or file cabinet. DON'T walk through dark areas without an escort. DON'T leave cash or checks in one's unlocked desk or file cabinet. Crime prevention is everyone's job. With some effort and forethought, everyone can maintain a safe campus environment.

### **Substance Abuse Policy**

The Cuyahoga Valley Career Center Board of Education (hereafter referred to as "the Board") recognizes its share of the responsibility for the health, welfare and safety of the students and staff who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students. Information on preventing drug and alcohol abuse is available to all students in the Cuyahoga Valley Career Center Main Office.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities, at school-sponsored events, in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids and drug paraphernalia.

If conditions warrant, the Adult Education and District Services Director, and/or the Program Coordinator will notify the appropriate law enforcement agency. Discipline sanctions (immediate suspension and/or dismissal from the program) will be imposed, independent of any court action, when a violation of the above occurs at the discretion of the Adult Education and District Services Director and/or the Program Coordinator. If applicable, students may experience a loss of federal financial aid.

Cuyahoga Valley Career Center enforces all State underage drinking laws, and is in compliance with provisions of the Drug Free School Communities Act Amendment of 1989. *CROSS REFS: JFCI, Student Drug Abuse*

## Substance Abuse Health Risks

Physical or psychological damage may occur when the following substances are abused. Here are some of the health risks related to each substance.

- **Anabolic-Androgenic Steroids.** Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence and arrested growth. Irreversible masculinization and sterility can result when women use steroids.
- **Depressants.** The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures and death.
- **Hallucinogens.** Phencyclidine (PCP). Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization and loss of control.
- **Narcotics.** Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, however, they are seldom life threatening.
- **Stimulants.** High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs. The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.
- **Cannabis.** The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking on marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.
- **Alcohol.** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses increase the

incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Repeated use can lead to dependence.

<b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b>				
<b>Schedule</b>	<b>Substance/Quantity</b>	<b>Penalty</b>	<b>Substance/Quantity</b>	<b>Penalty</b>
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b>  Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second                      Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b>  Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second                      Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior                      Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		

Any Amount Of Other Schedule I & II Substances	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram or less	
Any Amount Of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.  <b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.  <b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than

mixture, 50 to 99 marijuana plants	<p>life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p> <p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

### Substance Abuse Assistance

If students, staff, or someone a person knows would like help with a substance abuse problem, call the reception area at 440-526-5200 or dialing 0 or the Counselor in Student Services In addition, substance abuse assistance can be sought by contacting the following agency:

Counseling & Recovery Services  
800-826-1306

Cuyahoga Valley Career Center Employee Assistance Program (EAP) – The Center strongly urges employees with substance abuse problems to use this program for confidential help by calling 1-800-869-0276.

### Sexual Misconduct & Dating Violence

The Cuyahoga Valley Career Center is committed to eliminating and preventing any form of harassment, intimidation or bullying in all schools and facilities. Student harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both the students and personnel as to what harassment is and what procedures are to be followed in dealing with student harassment within the district.

#### Definition of Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances, unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment benefits in exchange for sexual responses.

3. Making or threatening reprisals after a negative response to sexual responses.
4. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, or joking; making sexually based remarks about another person's or one's own body.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct, touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

### **What to Do If Harassed**

When unwelcome activities described above of a milder nature occur, the best things to do is to state being uncomfortable with the behavior and ask that it cease. If the behavior does not cease, or one is uncomfortable with making the request for the behavior to cease, then a report should be made to a school administrator (Director or Coordinator). The administrator to whom the report is given will inform the Adult Education and District Services Director (or designee) and initiate an investigation. The resulting documentation will be reviewed by the Director who will ensure that a protection strategy is put into place for the victim and disciplinary action is taken against the student guilty of harassment, intimidation or bullying.

*CROSS REFS: ACAA-R, Sexual Harassment*

Sexual misconduct is a form of discrimination in violation of the aforementioned policy, Title VII of the Federal Civil Rights Act of 1964 (as amended) and Title IX of the 1972 Educational Amendments and Section 4112 of the Ohio Revised Code. Students, staff and visitors at Cuyahoga Valley Career Center have a right to an environment free of sexual misconduct, not only by persons in positions of power, but by any Cuyahoga Valley 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 Cuyahoga Valley Career 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 institution.

If an individual is the victim of sexual misconduct he/she is strongly encouraged to report such incidents promptly to the Title IX Coordinator, Hal Kendrick, (440)838-8909, 8001 Brecksville Road, Brecksville, OH 44141.

**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 Campus Security Office at 440-746-8210 located in the Adult Education office. If the situation necessitates and immediate police presence is needed, please call 9-1-1. (7, then 9-1-1 if using a campus phone). Other safe intervention options can include:

- Notifying an administrative official
- Avoid using 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 Sexually Assaulted:**

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

- Find a safe environment away from attacker and call 9-1-1 (9, then 9-1-1 if using a campus phone) immediately! If possible, ask a trusted friend to remain until authorities arrive.
- Write down everything one can remember about the incident and assailant (physical description, location of the attack, etc.) Preserve evidence of the attack. Though one may want to, do not bathe or brush teeth. Do not wash or get rid of any of the clothing that was being worn. If possible, take pictures of any visible bruises or injuries.
- If the incident occurred on campus, immediately report the information to any administrative official, contact Campus Security at (440) 838-8909 or dial 9-1-1 (9, then 9-1-1 if using a campus phone). Information can also be shared with a campus advocate in the Counselor Office (440) 746-8275. Any information shared with the Counselor will be kept confidential unless the victim is willing to file a report with Campus Security or the local law enforcement authority having jurisdiction. School officials will assist the victim in notifying the local law enforcement agency and navigating the reporting process.

- Seek medical attention. Even if unsure of injury, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if possibility of having been drugged, collect a urine sample for analysis by a lab.
- School officials will assist the victim in notifying the local law enforcement agency and navigating the reporting process. An internal investigation will also ensue, and, if warranted, disciplinary action will occur. Maintaining confidentiality of the victim(s) and his/her accommodations will be upheld. The institution will provide the victim(s) a written explanation of his/her rights and options as described in 34 CFR 668.46(b) 911)(ii-vi).
- For survivors of sexual assault seeking counseling and support, school officials have identified the following resources:
 

National Sexual Assault Hotline	800-656-4673
National Domestic Violence Hotline	800-799-7233

### **Institutional Protective Measures**

School officials will assist survivors and/or victims currently involved in a legal dispute of sexual misconduct and dating violence with available and appropriate actions. In addition, school officials will also enforce On-Campus No Contact Orders prohibiting communication (in person, via telephone, text message, social media, etc.) amongst all parties. For survivors requiring additional measures, the Campus Security office will provide parking accommodations in a designated parking lot, safety escorts to and from class and facilitate changes in working conditions as it relates to on-campus employment.

### **Primary Prevention and Awareness**

The Adult Education and District Services Director provides an overall coordination of the drug-free school program to its staff and students. This program includes: dissemination of information materials, disciplinary action, and a list of educational programs (such as on-line Public School Works training materials) and referrals for outside specialized counseling and treatment programs. For additional information on Sexual Assault or Rape call the Crime Victim Center of Cuyahoga County 800-352-7273. To seek information pertaining to domestic violence and the resources available in Cuyahoga County call the National Sexual Assault Hotline at 800-656-HOPE (4673).

### **Disciplinary Process**

The purpose of the institution's discipline system is to promote student development by addressing behaviors that are inconsistent with the community standards and expectations. The institution conducts fair and impartial processes regarding alleged violations of the Code of Student Conduct and, when appropriate, administers proactive and educational sanctions. Complaints alleging infractions of any of the above prohibited behaviors by any campus community member or visitor are to be reported within fourteen (14) days after the charging party becomes aware of the alleged offense. These complaints will be investigated by the appropriate school official, including, but not limited to, the Facilities and Operations Manager, the Adult Education and District Services Director, and/or the institution's Title IX Coordinator. The accuser and accused are given timely notice of disciplinary meetings via telephone and electronic mail communication. Disciplinary meetings shall be conducted within a reasonable and prompt timeframe of when the allegation was reported to school officials. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, including the advisor of their choice, when the violation concerns an allegation of sexual misconduct. Both the accuser and accused shall be informed in writing of the outcome of any campus disciplinary proceeding and available appeal procedures. The accuser and the accused will be treated with dignity, courtesy and professionalism.

Incident reports regarding allegations of sexual misconduct will be submitted to the appropriate school official for investigation and resolution. Any campus community member found in violation of the institution's Conduct and Behavior policies and Ohio law are subject to disciplinary sanctions up to and including suspensions, probation, dismissal, expulsions, termination and prosecution.

Additional stipulations are the prerogative of the Cuyahoga Valley Career Center Financial Aid Officer, Cuyahoga Valley Career Center Superintendent, and/or the Cuyahoga Valley Career Center Board of Education. The options that may be considered are as follows:

- Warning/Reprimand
- Counseling
- Mandatory Psychological Evaluation and Treatment
- Fine/Monetary Restitution
- Restitution for damages
- Work/Service Restitution
- Attendance at workshops
- Educative/rehabilitative program referral
- Behavior Contract
- On Campus No Contact Order
- Involuntary Medical Withdrawal

The conduct and behavior policy and disciplinary procedure can be viewed by visiting [www.cvccworks.edu/adult-education](http://www.cvccworks.edu/adult-education).

### Important Contact Information

**Cuyahoga Valley Career Center Superintendent**

David Mangas

[dmangas@cvccworks.edu](mailto:dmangas@cvccworks.edu)

**Cuyahoga Valley Adult Education and District Services Director**

Marcy Trew

[mtrew@cvccworks.edu](mailto:mtrew@cvccworks.edu)

**Cuyahoga Valley Facilities and Operations Manager and Title IX Coordinator**

Hal Kendrick

[hkendrick@cvccworks.edu](mailto:hkendrick@cvccworks.edu)

**Cuyahoga Valley Career Center Campus Security**

Hal Kendrick, Facilities and Operations Manager

[hkendrick@cvccworks.edu](mailto:hkendrick@cvccworks.edu)

**Evening Adult Education Program Coordinator**

Ken Hudiak

[khudiak@cvccworks.edu](mailto:khudiak@cvccworks.edu)

**Counseling & Disability Services**

Bernie Bodnar

[bbodnar@cvccworks.edu](mailto:bbodnar@cvccworks.edu)

**Safer Schools Ohio Tip Line**

*Call or Text*

844-Safer-Ohio

844-723-3764

*Information contained in this publication is provided in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

*To obtain a hard copy of this report, contact Director of Facilities and Operations, Hal Kendrick (440) 838-8908 or [hkendrick@cvccworks.edu](mailto:hkendrick@cvccworks.edu)*

*Revised 9/18*

The following crime statistics are reported to an accreditation database by the U.S. Department of Education's Office of Post-Secondary Education (OPE). The database is provided a public service without warranty of any kind.