



**2020-21 School Year
Annual Security Report**

**Polaris Career Center
Adult Education
7285 Old Oak Blvd.
Middleburg Heights, Ohio
44130
(440) 891-7600
www.polaris.edu**

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Introduction and Polaris Career Center Geography

Polaris Career Center is located at 7285 Old Oak Blvd., Middleburg Heights, Ohio 44130. We consider the surrounding area for crime reporting circumstances the geographic area that includes the Polaris Career Center campus plus the land that goes to East Bagley Road (including Southwest General Hospital) to Fowles Road, north to south. Also, this geographic area also includes all of Old Oak Blvd. and goes to Engle Rd. (including the Cleveland Metroparks land and trail) from East Bagley Rd. to Fowles Rd. east of Polaris Career Center. Please reference the map below that shows this geographic area:



Polaris Career Center has been providing career development, workforce development, and economic development services to individuals, business, industry, labor, communities and other organizations in northeast Ohio since 1975.

Polaris Career Center (PCC) is a 225,000 sq. ft., three-floor building on 47 acres with free parking for 450+ vehicles. Initial construction was completed in 1975 and since then multiple building improvements, renovations, and remodels have been made. The campus went through a major renovation, nick-named “The New Polaris”, following the passage of a \$58.2 million permanent improvement levy in November of 2016. The building features brand-new, state-of-the-art labs, classrooms, and equipment. There are separate entrances for high school and adult education, including a special entrance for public access to the restaurant, bakery, and salon. Cameras monitor the building and grounds and a security system is in place, which was updated in 2011 and will be updated again in 2020. The school employs full-time in-house security staff (day and evening), and there is a police officer on duty during the day. The Information Technology (IT) department supports the technical infrastructure of the building.

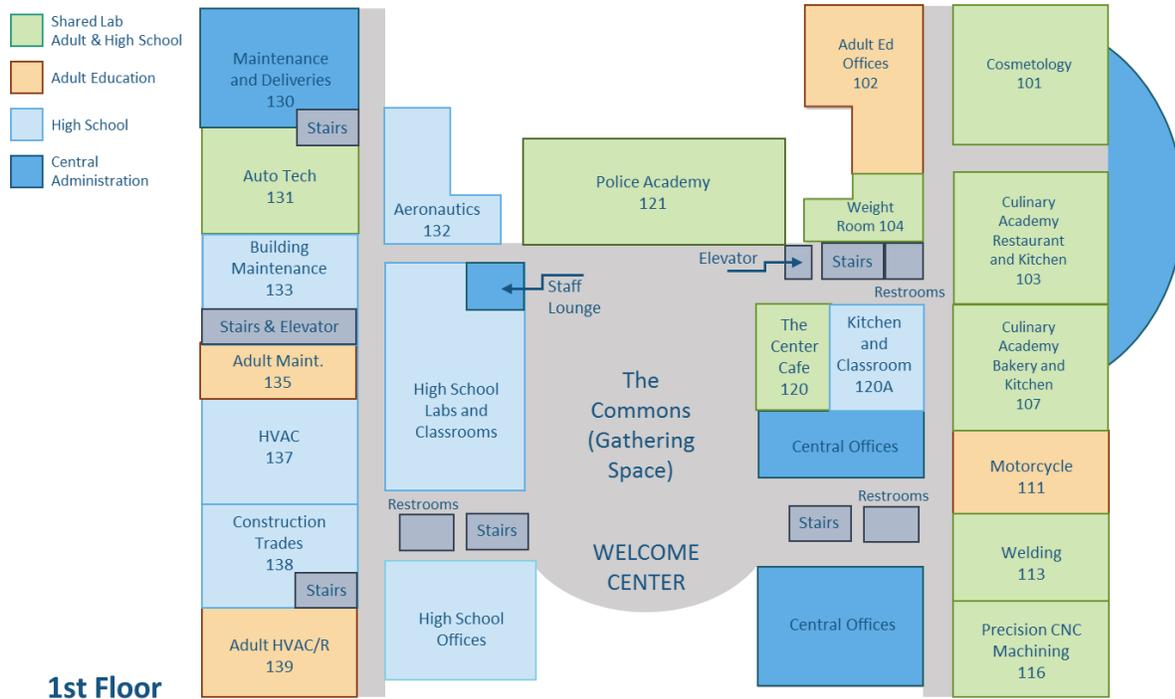
The facility is ½ mile from Southwest General Hospital and 1½ miles from the Middleburg Heights Fire Department. The fire alarm system was upgraded in September 2018.

Building features include the following:

First Floor

- 2 staffed visitor welcome centers (one for high school and one for adult education/customer services including restaurant, bakery, and salon)
- 16 large labs (trade & industry, healthcare, cosmetology, culinary, Police Academy)
- 18 theory/classrooms with data projectors
- Health and Public Safety Academies
- 4 kitchens (for the school restaurant, the bakery, the café, and a teaching kitchen)
- Café and school-run restaurant
- 5 meeting/conference rooms
- Commons area for student activities (including award ceremonies and graduations)
- Adult Education Office
- High School Office
- Pupil Personnel Office
- Central Administration Office
- In-house maintenance/custodial services department
- Laptop carts throughout the building
- Restrooms

POLARIS CAREER CENTER



Second Floor

- 5 large labs (includes Dental Assisting, Cardiographic Technician)
- 8 theory/classrooms with data projectors
- In-house technology department, including laptop and Chromebook carts throughout the building
- Restrooms

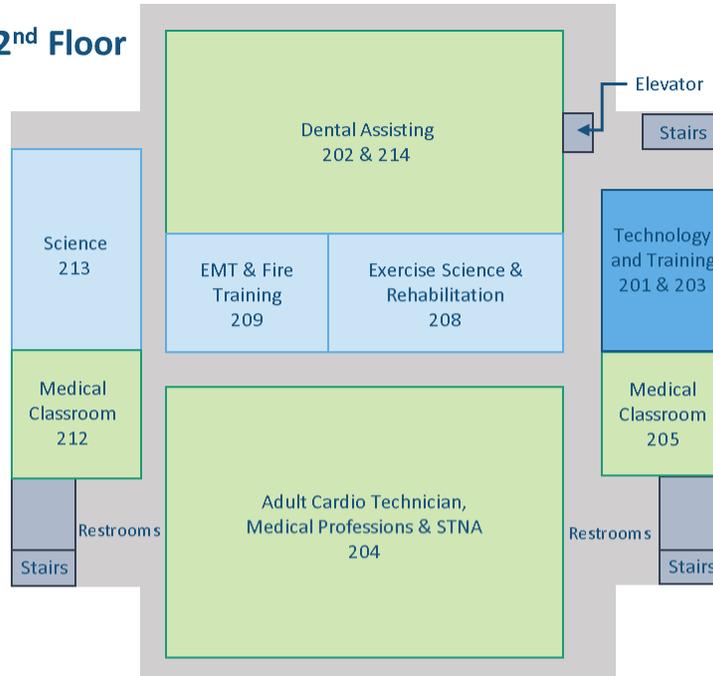
Third Floor

- 9 labs (Computer Labs, Early Child Care Education/Child Development Associate, Medical Billing and Coding, Medical Assisting, Phlebotomy)
- 9 theory/classrooms with data projectors
- Adult Education Aspire offices and classrooms
- Restrooms

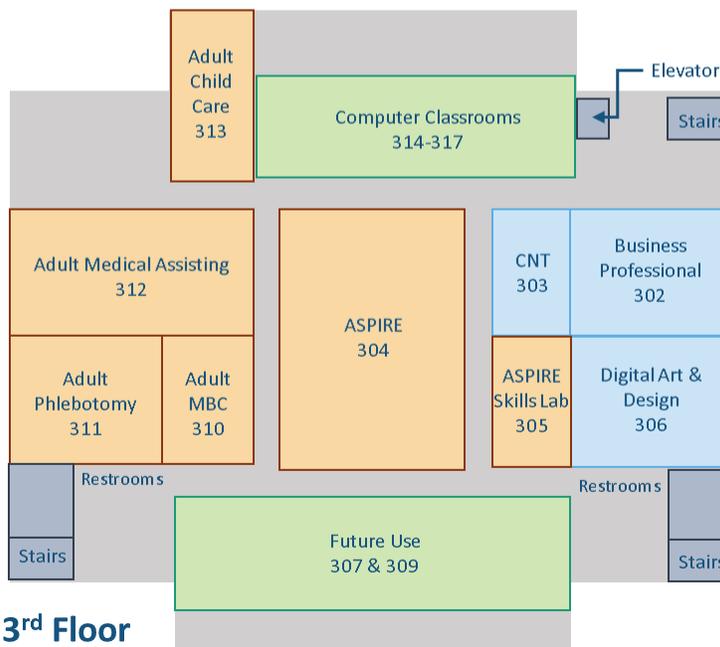
2nd Floor Mezzanine

- CWE Classroom M230
- Stairs and Changing
- Auto Tech Classroom M231
- Building Maintenance Classroom M233
- Stairs and Elevator
- HVAC M237
- Construction Trades M238
- Stairs and Changing
- Adult HVAC/R M239

2nd Floor



3rd Floor



- Shared Lab
Adult & High School
- Adult Education
- High School
- Central Administration

The Polaris Adult Education Division offers comprehensive education and training services along with hundreds of courses and seminars. Among these are: computer and information technology training, healthcare and industrial trades, basic skills and GED® preparation, career counseling and placement assistance. Many of these services are key to individuals entering the workplace, seeking a new career, or looking to upgrade their skills. A host of personal enrichment classes are also offered. In addition, Polaris Career Center also delivers on-site corporate training and consulting services designed to update the skills of company employees. Services can be tailored to meet the needs of the business community.

In addition, Polaris Career Center provides specialized career and technical training for high school students from the following communities: Berea, Brooklyn, Brook Park, Fairview Park, Middleburg Heights, North Olmsted, Olmsted Falls, Olmsted Township & Strongsville.

Since its beginning, Polaris Career Center has granted certificates of completion to over 15,000 high school students, and has served hundreds of thousands adults through career and technical training and personal enrichment courses.

The best sources of information for students are the Polaris Career Center Adult Education catalog and the Student Policies & Financial Aid Consumer Handbook. If you still have unanswered questions, please feel free to contact the Adult Education Office at 440-891-7600.

At Polaris Career Center, we share core values and responsibilities when it comes to the safety and well-being of everyone on our campus. We continually strive to maintain the most effective security measures while providing an exceptional educational experience for our students.

Relying only on security policies and procedures or the most advanced technological security tools is not enough. At Polaris, we rely on our students and staff members as our first line of defense in the event of emergency situations. Therefore, we believe in providing them with continuous training to ensure their highest level of preparedness in the event of an emergency. Various types of emergency training are offered and practiced regularly by students and staff members throughout each school year. Additionally, we rely on our local law enforcement agencies and emergency personnel as they do not only respond to emergencies on campus, but they also assist us with our ongoing assessments of security plans and procedures and participate in our regular safety training.

In this report, you will be informed of our campus safety and security policies and procedures including: crime reporting procedures, drug and alcohol policies, historic statistical information related to crimes on campus and property and other security-related information. This report is updated and published annually and is intended to raise your awareness and assist you in making an informed decision whether you are a current student, a prospective student, a staff member of Polaris, or from the general public.

Important Telephone Numbers

➤ For Non-emergencies:

- Middleburg Hts. Police Department: (440) 243-1234
- Middleburg Hts. Fire Department: (440) 243-1313
- Poison Control: 1-800-222-1222
- OSHA (Occupational Safety & Health Administration): 1-800-321-OSHA (6742). TTY 1-877-889-5627.
- Cuyahoga County Children & Family Services: (216) 696-KIDS (5437)
- Polaris Security Landline: (440) 891-7627
- Polaris Security Cellular Phone: (440) 829-8652
- Karen Rayk (Adult Education Director): (440) 891-7641
- Penny Friend (Welcome Center Secretary – Evenings): (440) 891-7718
- Tracey Procaccini (Welcome Center Secretary – Days): 440-891-7756
- BJ Puhalik (Welcome Center Secretary – Days): (440) 891-7740

➤ For all life-threatening emergencies:

Dial 911

Please Note:

1. To make an outgoing call from a school phone, you must first dial 8.
2. When dialing 911 from a school phone, it is not necessary to dial 8 first
3. When in need of immediate assistance, you may press the “7777-Help” button located on the touchscreen of all classroom and office telephones. This call has a unique ringtone that sets it apart from ordinary calls and will receive a high priority as it will appear as an emergency call on the recipient’s telephone screen.

4. **When dialing 911, it is recommended to use a landline when possible because a dispatcher can easily determine your location which results in a much quicker intervention.**

Security Personnel

The security department at Polaris Career Center is responsible for protecting the safety and security of students, staff, visitors and property. It plays a vital role in maintaining a positive educational environment for everyone.

The security team at Polaris Career Center is divided into two groups: Security guards, and off-duty Police officers who are commissioned by the City of Middleburg Heights. Some of the most common duties of Polaris Career Center's security personnel are as follows:

- Investigating campus-related crimes/offenses
- Regular patrol, on foot and by vehicles on and around campus to ensure that order is maintained.
- Utilizing a security CCTV surveillance system to monitor the daily activities on campus.
- Developing and updating school emergency preparedness plans.
- Assisting with regular safety drills (Fire, Tornado, Lockdown...etc.)

The security department can be reached by phone: (440) 891-7627 – (Office), (440) 829-8652 - (Cell), or by two-way radios (Walkie-talkie) during regular hours of operation.

Safety and Security Tools

Campus security has become a major concern for many people across the nation, including but not limited to school staff and administration, students and their parents, law enforcement agencies and government officials. Everyone shares the same concern and the same goal. The concern is, a life-threatening emergency taking place in a school building or on campus, and the goal is, to be better prepared if it ever happens.

At Polaris Career Center we realize that an emergency situation can occur at any given time without a prior warning. Therefore, we continually perform security assessments in order to determine where we stand and what needs to be improved. Below are

examples of the tools and measures that we have in place to help us achieve and maintain the highest level of security:

CCTV Surveillance system:

- All building and campus activities are monitored and recorded 24 hours a day, 7 days a week.
- Recordings are saved and can be retrieved when necessary.
- Local Police and Fire departments do have the capability to view our CCTV system remotely.
- Southwest General Health Center Security also has access to Polaris Career Center grounds and proactively patrols Polaris Career Center twenty-four hours a day.

Access Control System:

- A state-of-the-art electronic door locking system is installed and active.
- Entry doors to the building and certain office areas automatically lock and unlock according to a preset time schedule.
- Doors that are programmed to remain locked require a key fob (key card) with the proper access level for entry.
- All key fob activities are recorded and a card history report with specific data can be generated when necessary.
- In the event of an emergency situation in which a lockdown becomes necessary, the building can be secured with the push of a button.

Emergency Procedures Reference Guide:

- An emergency preparedness guide has been developed, and is evaluated and updated.
- This guide has been designed to identify various security threats and to assist staff and administration in handling and/or reacting to them.
- A copy of this guide has been distributed to all staff and local law enforcement agencies. In addition, an online copy of this guide has been sent to the Ohio Attorney General's office and is currently available on our website www.polaris.edu

Emergency Drills:

- At Polaris Career Center, we conduct various safety drills regularly; Fire, Tornado, Lockdowns.
- We encourage the participation of our local Police and Fire departments in our safety drills as we believe it is extremely important for the emergency first responders to be familiar with our building.
- Polaris Career Center has adopted the A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) concept in an active shooter emergency situation and all of our staff members have received the proper training associated with it.
- Upon completion of each safety drill, instant feedback is given by staff and administration. This feedback is a vital for the purpose of our ongoing security assessment and evaluation process.

Visitor Procedures:

- Visitors enter the building through the Welcome Center entrances where they are greeted by our Welcome Center secretaries.
- Staff members expecting visitors must pre-register them in the designated electronic log.
- Visitors sign in and out at the Welcome Center
- Deliveries are made to the maintenance department.

Fire and Burglar Alarm System:

Polaris Career Center has a Siemens Fire Alarm System, with an intelligent fire alarm control panel that uses addressable thermal and photoelectric smoke detectors. The building sprinkler system, the Server Room FM-200 system and all the kitchen hoods Core fire systems have been integrated into the Siemens Fire Alarm System. Polaris Career Center has a DSC Maxsys burglar system. The burglar system has door sensors at all exterior doors and overhead bay doors. The burglar system also has motion sensors at strategic locations throughout the building. Both systems are monitored through a central monitoring service that automatically dispatches emergency services and contacts designated Polaris Career Center contacts in the event of a fire and burglar alarm event.

AED's, Epipens, Fire Extinguishers and Evacuation Chairs:

- There are several Automated External Defibrillators (AED's) at Polaris Career Center. They are strategically placed throughout the building. The health department is responsible for maintaining them.
- There is a set of Epipens located with the AED'S at the Welcome Center
- Fire Extinguishers are located throughout the building and are maintained by the maintenance department.
- Evacuation chairs are on the second and third floor for students who are handicapped or have a disability. They are only to be used in case of an emergency by trained personnel.

Hazardous materials:

- All of Polaris' labs are equipped with first aid kits and eye-wash stations.
- An up-to-date MSDS (Material Safety Data Sheet) binder is placed in all areas in which chemicals/hazardous materials are used. Information about SDS and hazardous materials is also available online at www.polaris.edu
- Polaris Career Center has been using the services of **Stericycle** for the disposal of all types of hazardous materials and sharps. All classrooms and labs in our Health Academy Department have sharps containers for the safe disposal of needles and other sharp objects.

Polaris Career Center Safety and Security Committee

When it comes to school safety, there are many efforts and ideas shared on a regular basis among many professionals from Polaris Career Center and others in our community. At Polaris we believe that campus safety is a shared responsibility, therefore, we have formed a Safety and Security Committee that meets regularly to discuss important matters related to the safety and security of our campus.

Polaris Safety and Security Committee is composed of members from Polaris administration, Polaris security department, local Police and Fire departments, and the department of protection services at Southwest General hospital which provides us security aid when possible.

The roles and responsibilities of this committee may include the following:

- Assisting with the development of our security plans.

- Ongoing assessments of our current security procedures and recommendation of ways to improve.
- Sharing important security concerns between the community and Polaris Career Center.
- Arranging for the participation of emergency personnel in our safety drills.
- Discussing available options for safety and security training for staff.

Crime Reporting Procedures

All students, employees and visitors of Polaris Career Center should promptly report all campus-related criminal incidents, accidents and any suspicious activities to Polaris security and or Administration. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside the building should be reported immediately. You may contact the security department by phone or you can simply walk into the security office and complete a statement form. Confidential crime reporting is also available for anyone who wishes to report a crime without revealing his/her identity.

When security is needed promptly, you may dial (440) 829-8652 (security cell #). You may also dial the main campus telephone number (440) 891-7600 and press 0 when prompted to speak to an operator. When your call is answered, you may report your concern directly to the operator who can immediately page security via a two-way radio or you may ask to speak with someone in the security department.

In addition, students, faculty and staff may report all campus-related crimes to the Adult Education Assistant Director/Director. Please refer to page number 2 of this report for important telephone numbers.

Students may also

Steps followed upon receiving an incident report:

- 1. A statement form is completed by the person filing the complaint.**
This form is used by anyone who wishes to furnish a testimony of something seen, heard or experienced. (A victim of a crime is always advised to file a Police report in addition to the Polaris' statement form)
- 2. An incident report is completed by the security department.**
This form is used by school officials to document details of all reported campus incidents.
- 3. Investigation is conducted by the security department and school administration.**

Steps of the Investigation conducted by the security department and school administration may include: questioning individuals, searching (Individuals, property and vehicles on school grounds), and examining video surveillance.

4. Investigation findings are shared with the complainant and the local Police department when deemed necessary.

Upon completion of the investigation, the results may be shared with the person who originally filed the complaint if they were the victim in that incident. However, certain information may be withheld to protect the privacy of others involved. Relevant information is documented in the Crime Log.

5. A disciplinary action may be taken by school administration against the offender(s) when possible.

School disciplinary actions vary according to the nature of the incident. In addition to school disciplinary actions, criminal charges may also be filed.

Please note:

Generally, Law enforcement agencies take full charge of investigating campus crimes of a serious nature and Polaris Career Center will fully cooperate with their investigation.

Medical Emergencies reporting procedures

➤ For all life-threatening medical emergencies:

Dial 911

School Nurses (Days only):

Polaris Career Center has an on-duty registered nurse who is able to respond to various medical emergencies when needed during day-time hours. The school nurse will generally assess the extent of the emergency in order to decide whether on-site treatment is possible or if further evaluation is required by a physician. The school nurse will also decide if an ambulance should be called.

For emergencies, you may touch the “help” button on your classroom or office telephone screen or press 0 for non-emergencies. When your call is answered, state the nature and the location of the emergency and a school nurse will be dispatched to your location immediately. If paramedics must be called, security will await their arrival outside and escort them to the location of the emergency using the quickest way possible.

Dissemination of emergency situations to staff, students and public (Mass notification system and PA announcements)

An emergency situation on campus can be a devastating event that no one wants to experience. However, if we ever have to live through one, we need to be well informed about its nature and progression in real time. Being informed and updated can drastically assist individuals in a crisis situation with making better decisions. It can also put your mind at ease whether you are directly or indirectly affected by the emergency situation.

Polaris does not utilize its Mass Notification System only for emergencies; on some occasions, school officials may use it to communicate important messages to their staff, students and their parents or even to the general public.

Below are examples of several mass notification methods used by Polaris Career Center:

1. Achademix Student Data Management Software:

This software can send out important messages to Adult students quickly and effectively in the form of a text message or email. Students are responsible to make sure their own contact information is current and correct in the software. Students can access Achademix through the student portal on the Polaris Career Center website at: <https://pcc.axstudent.com/>

2. PA (Public Address Announcer):

This method is used to communicate important messages internally. Announcements can be made via a designated microphone located in the main office or by using classroom or office telephones.

3. Polaris Website:

School officials use this method when they need to disseminate urgent messages or updates to a larger population.

4. Local Media:

This method is usually utilized when major announcements or emergency-related updates of utmost importance are intended to reach a much larger population.

5. Social Media:

Polaris Career Center uses social media to provide the public with information about the school. These social media sites may be used to disseminate important information regarding the school.

School Officials sending notifications are not limited to but may include the following: Superintendent, Asst. Superintendent, Principal, Adult Education Director or Workforce Counselor.

Timely Warnings Policy:

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

1. Methods to Inform Students and School Community

- Campus Public Announcement System
- Telephone/Text System (Achademix)
- Campus Email
- Local Radio Stations
- Local Television Stations
- Social Media Outlets (Polaris Career Center Facebook/Twitter Accounts)

Anyone with information warranting a timely warning should report the circumstances to the school administration, by phone at 440-891-7600, or in person at the Adult Education Office. Timely warnings may be issued through district-wide email notification to students and staff as well as through the telephone alert system. Alerts will also be broadcast on the public address system concerning pertinent information and response actions. The public address system allows internal communications to be conveyed to the entire building. If necessary, critical information and updates will be released on the Polaris Career Center website, www.polaris.edu. Students, staff, and guests are strongly recommended to contact the school at (440) 891-7600 for emergencies or crimes in progress. Fires and medical emergencies should be immediately reported to 911.

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

Timely warning notices may contain requests for information about the incident that may lead to arrest and conviction of a perpetrator and may contain crime prevention tips and safety information. These warnings will be numbered sequentially beginning January 1 of each year and will not contain the name of a crime victim. The notices may include:

- Details of the crime
- Description of the suspect(s), if known, including photo or composite drawing, if available
- Information about who to contact about the investigation
- Crime prevention tips, safety strategies, and/or community safety resources
- Possible connection to previous incidents, if applicable
- Date and time of the notice
- Any other relevant and important information about the crime(s)
- Actions taken by public safety officials in response to the crime(s)

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

The Clery Act

Introduction to the Jeanne Clery Act:

The safety of students, staff and visitors is an important concern of Polaris Career Center. This report is intended to raise your awareness and provide you with information to protect your safety and well-being.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics (Clery Act), Polaris Career Center 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.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formally known as the Crime Awareness and Campus Security Act requires

postsecondary institutions to disclose and publish an annual security report. The annual Security Report is published every year by October 1st and contains three years of campus crime statistics and campus security policy statements 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.

Polaris Career Center 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 Violence Against Women Reauthorization Act of 2013 (VAWA):

The Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act. In compliance with the Violence Against Women Reauthorization Act of 2013 (VAWA), Polaris Career Center has included the following crimes in its annual statistical and procedural information disclosure: domestic violence, dating violence, sexual assault, and stalking.

Crime Statistics

Crime Statistics for Calendar Years: 2017, 2018, 2019

Reported Crime- On Polaris Campus	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0
Forcible Sex Offenses	0	0	0
Rape	0	0	0
Fondling	0	0	0
Non-Forcible Sex Offenses	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Motor Vehicle Theft	0	0	0
Arson	0	0	0
Violence Against Women Act (VAWA)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests On Campus

Weapons- carrying, possessing, etc.	0	0	0
Drug Abuse Violations	2	0	0
Liquor Law Violations	1	0	0

Reported Crime- Off Campus Public Property	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0
Forcible Sex Offenses	0	0	0
Rape	0	0	0
Fondling	0	0	0
Non-Forcible Sex Offenses	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Violence Against Women Act (VAWA)	0	0	0
Domestic Violence	0	0	0

Dating Violence	0	0	0
Stalking	0	0	0
Arrests- Public Property			
Weapons- carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

DRUG PREVENTION PROGRAM

Board Policy 5530 - DRUG PREVENTION

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 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 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;
5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;

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. 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.

Dangerous Weapons on Campus

Polaris Career Center is a “Weapon Free” campus and is in no way a place for weapons. The possession of dangerous weapons on campus is governed by Polaris’ Board policies and state laws. Both policies and laws are strictly enforced by the school and law enforcement agencies.

It is illegal in the state of Ohio to possess any type of a firearm in or on the buildings or grounds of any school. This prohibition includes the conveyance or possession of any dangerous ordnance or any object indistinguishable from a firearm. For more information, please refer to “**ORC 2923.122 Illegal conveyance or possession of deadly weapon or dangerous ordnance or of object indistinguishable from firearm in school safety zone**”. Some examples of dangerous weapons may include: knives, stun guns, daggers, nun chucks and any other instruments deemed illegal by law. Disciplinary actions and criminal charges may result when in violation.

Sexual Assault, Dating Violence, and Stalking Prevention

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

1.) Crime Prevention Programs for Staff

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

2.) Rights of Survivors and Prevention of Sex Offenses

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

- Sexual assault is a crime and violation of the Code of Student Conduct, the Polaris Career Center sexual harassment policy and the Polaris Career Center policy on violence. As such, being found responsible for a Code of Student Conduct violation involving "sexual contact without permission" may result in a maximum sanction of expulsion from Polaris Career Center. Additionally, criminal charges could result, as well as civil litigation.

- Because sexual assault is a crime of power and control, the most important thing to consider when engaging in sexual behavior is the **CONSENT** of the other person involved. Only a person's consent gives one the right to engage in sexual contact. Therefore, consent must be many things, including:
 - **Verbal and clear:** Consent cannot be implied through seemingly "mixed" messages. One's sexual partner must be given every opportunity to communicate his/her wishes and limits on the degree of behavior that is initiated. No means no, and when in doubt, ask first.
 - **Sober and unimpaired:** Consent can only be given by a person who has full control of his or her mental capacities. A person who is drunk or high on drugs is not legally in a position to give consent.
 - **Consistent and prompt:** Even if a person has agreed to be sexually involved with someone, that person has the right to withdraw consent at any time, even during behavior that might already be interpreted as sexual. Consent is not implied by the fact that dinner was bought for someone, or that the parties were sexually involved in the past or even if someone was seemingly "led on" by another's behavior.
 - **Unforced and non-threatened:** Use of force, threats, intimidation, or coercion is a willful denial of a person's right to freely give his/her consent. The wellbeing of the other person is of the utmost importance during any sexual encounter. Be aware of what your partner is saying or not saying during an encounter. When in doubt about proceeding to the next level of intimacy, ask. Checking in with your partner about what you are doing is a way of sharing the power and control of the situation that was initiated by you with them. This keeps the interaction an equal and safe situation for both parties.

3.) 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 Polaris Career Center 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.

4.) Risk Reduction Strategies

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

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

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

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

5.) 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. Polaris Career Center 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)

Sex Offender Registry:

You may contact the Middleburg Heights Police Department at **(440) 243-1234** regarding information on registered sex offenders.

Below is a link to the Ohio Department of Rehabilitation and Correction sex offender registry: <http://www.drc.ohio.gov/OffenderSearch/search.aspx>

Student Code of Conduct

Students enrolled in courses offered through the Adult Education Department are subject to Polaris Career Center regulations pertaining to student conduct and discipline.

Adult Education students are to act as mature and responsible adults. In the event that any student who is enrolled in a course through Adult Education exhibits conduct that is disruptive to the educational process or destructive to property, it will be necessary to interrupt the student's training.

In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. Polaris Career Center constantly strives to make disciplinary decisions that will result in positive student growth. However, certain irresponsible acts can and will result in removal from the course. The Adult Education Director or his/her designee reserves the right to dismiss a student from the student's course if the student demonstrates a behavior or attendance problem in their program of externships (No refund will be given). Any student who fails to comply with this procedure will be dismissed from the course.

In recognition that any list of prohibited conduct cannot encompass every conceivable action, which may be properly subject to discipline, this code of conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

The rules and standards also apply to any misconduct, regardless of where it occurs that is directed at a district employee or the property of such employee.

Disciplinary Action:

The following course of action pertains to persons who are taking a course or participating in a program through the Adult Education division of Polaris Career Center:

- 1) Removal for a period of less than twenty-four (24) hours is normal disciplinary action.
- 2) In the event that the violation warrants removal for more than one day, including the remainder of the course/school year, the student will be offered the opportunity to meet with the Adult Education Director or his/her designee.
- 3) If the participant is identified as being disabled, the participant's disability and any applicable law, rules and regulations will be considered in taking disciplinary action.

GRIEVANCE POLICY/PROCEDURE

Polaris Career Center believes that all grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of grievances involving instruction or discipline are as follows:

Step 1) Classroom Instructor

Step 2) Adult Education Workforce Counselor

Step 3) Adult Education Director

Step 4) Completed grievance form is kept on file in the Administrative Coordinator's office and a copy is kept in the student's file.

Step 1 - The student must obtain a grievance form from the secretary located in the Atrium, or in the Adult Education office, complete it and submit it to their instructor **within 5 program scheduled days of the issue**. The classroom instructor will respond verbally and in writing to the student by completing the form within **5 program scheduled days** and returning the form to the student. If a satisfactory resolution is achieved, no further action is necessary.

Step 2 - If a satisfactory resolution is **not** achieved, the student may insert the current date in the Step 2 section of the **original** form and submit it to the Adult Education Workforce Counselor, but no later than 3 program scheduled days after receiving the written notification. The Workforce Counselor will reply verbally and in writing to the student within 5 program scheduled days after receipt of the grievance form.

Step 3 - If a satisfactory resolution is still not achieved, the student should insert the current date in the Step 3 section of the form and submit it to the Adult Education Director or Designee. Once the Adult Education Director or Designee has received the form he/she will make a decision regarding the grievance within 5 program scheduled days of the written notification. The student will also be given the opportunity to meet with the Adult Education Director. The decision of the Adult Education Director will be final and the process will end.

Step 4 – Once completed, the original grievance form is given to the Administrative Coordinator who files it and a copy accordingly.

The Grievance policy is included in the Student Policies & Financial Aid Consumer Handbook.

Students have the right to contact the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; 770-396-3898 www.council.org

Ohio Department of Higher Education is responsible for responding to formal complaints against colleges and universities in Ohio.

Student Complaints | Ohio Higher Ed
<https://www.ohiohighered.org/students/complaints>

