

CAMPUS SAFETY AND SECURITY POLICIES

Security of Facilities

Campus Access Policy

During business hours, our buildings will generally be open to students, parents, employees, contractors, guests, and invitees. During non business hours, access to all areas is by key, if issued, only.

Our Campus Security Authorities have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. The security authorities will refer criminal incidents to local police who have jurisdiction on campus. All crime victims and witnesses are strongly encouraged to immediately report any crime to a Campus Security Authority. We would rely on local and state law enforcement personnel in matters requiring such action.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff, and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activities to a Campus Security Authority
- Never take personal safety for granted
- Avoid walking to your car at night alone.
- Carry only small amounts of cash
- Never leave valuables (wallets, purses, books, computers, etc) unattended
- Carry your keys with you at all times and don't lend them to anyone
- Lock your car doors and close the windows when leaving your car
- Never leave valuables in your car especially if they are easily noticeable
- Never admit anyone without a valid ID on campus premises

Campus Security Authority

Campus Law Enforcement – Because of the size of the campuses, Ohio Business College is not required to have a separate law enforcement department. Each campus has designated a Campus Security Authority. That person acts as the “go to person” in the event of an emergency. The CSA will be cognizant of the appropriate procedures to follow depending on the emergency. Faculty, staff, and students are informed on a quarterly basis who the “go to person” is in the event of an emergency.

Timely Warnings and Emergency Response and Evacuation Policies and Procedures

Timely Warning Policy

At Ohio Business College a significant emergency is described as one in which the student body and staff/faculty are at risk of being injured or killed. This will be confirmed by the School Director or a management team member designated if the director is available. Examples of a significant emergency include but are not limited to gunshots, fire, bomb scares, physical violence at the location or any other violent act that threatens the student body, faculty or staff at the campus.

Once it is confirmed that there is a significant emergency the students and staff will be notified via email. The email will state “There is a significant emergency on campus. Do not attend class until further notice.” This notification will also be sent to the local television stations including NBC, CBS, ABC, and IAlert (if available), which is the local “instant school alert system. The notification will be initiated by the School Director.

Emergency Response and Evacuation Policies and Procedures

Each campus has their specific plan in place to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation and evacuation procedures.

Sandusky Campus

REACT - Responsible Emergency Action Team

The REACT team is responsible for initiating an emergency action plan such as fire, tornado, or significant emergency. Each list will start at the top and continue downward until a team member can be contacted by campus personnel. In the event of an immediate threat the appropriate action should be initiated promptly with the REACT team contacted once everyone is safe.

Day Time REACT Team

Jackie Marshall, School Director
Sue Majoy, Admissions
Christine Todd, Financial Aid
Miana Cronk, Student Accounts
Natasah Wiggins, Registrar
Domenica Crawford, Administrative Assistant
Department Heads on the premises
 Kate Botti
 DeAnne Bowersock
 Jane Barnes
 John Murray
 Paul Sowers

Night Time REACT Team

Jackie Marshall, School Director
Sue Majoy, Admissions
Christine Todd, Financial Aid
Miana Cronk, Student Accounts
Natasah Wiggins, Registrar
Rayna Miller, Evening Administrative Assistant
Department Heads on the premises
 Kate Botti
 DeAnne Bowersock
 Angela Mendosa
 John Murray
 Paul Sowers
Assigned Campus Security Authority (CSA)
Additional Support by the Nightly lock-up team

Sheffield Campus

REACT - Responsible Emergency Action Team

The REACT team is responsible for initiating an emergency action plan such as fire, tornado, or significant emergency. Each list will start at the top and continue downward until a team member can be contacted by campus personnel. In the event of an immediate threat the appropriate action should be initiated promptly with the REACT team contacted once everyone is safe.

Day Time REACT Team

Carson Burke, School Director
Greg Schultz, Director of Education, Campus IT and Compliance Specialist
Department Heads on the premises
 Jennifer Bowen
 Tiffany Smith
 Cheryl Covey
 Dale Kirsch
 John Murray
 Paul Sowers

Night Time REACT Team

Carson Burke, School Director

Greg Schultz, Director of Education, Campus IT and Compliance Specialist

Department Heads on the premises

Jennifer Bowen

Tiffany Smith

Cheryl Covey

Dale Kirsch

John Murray

Paul Sowers

Jeanne Tolliver, Night Receptionist

Assigned Campus Security Authority (CSA)

Additional Support by the Nightly lock-up team

Dayton Campus

- Melissa Warner, VP Human Resources
- Jim Chambers, Training Manager

Lock-Up

A building check to see if all entrances are locked, departments are secured, lights are off, coffee machine is turned off, and security alarm is set will be done by James Chambers or Melissa Warner.

Emergencies & Evacuations:

These individuals are responsible for initiating an emergency action plan such as fire, tornado, disturbances, or other significant emergency:

James Chambers

Melissa Warner

In the event of a Health Emergency:

- First Aid kits are located in the Ladies restroom cabinet and in the instructor breakroom.
- If the individual is experiencing a medical emergency, call 911.

In the event of a Fire Emergency

- Fire Extinguishers are located throughout the building and outside the building.
- Begin evacuation upon notification of a fire in the building. Departments can exit out the front or back entrance and all employees meet at the flag pole.
- No one leaves the flag pole area until all have been accounted for.

In the event of a Tornado Threat

Everyone needs to immediately move to the breakroom area, keeping away from windows, entrances and exits. Stay until it is announced that it is safe to return to your work area.

Instructors will be notified of a threat and to bring in students outside in training inside.

Security Procedures

Disturbances

Conduct deemed unlawful and conduct that endangers or threatens the security of Ohio Business College Truck Driving Academy employees and/or students will not be tolerated and will immediately be reported to the local authorities.

- Call 911
- Supervisor will write a detailed report of the incident and submit to the VP, Human Resource.

In addition:

- Visitors/students should not to wander the halls of the school. All visitors/students will be instructed to wait in the reception area while the person they are here to see is contacted and comes up to get them.

VAWA (Violence Against Women Act)/Sex Offense Policy

Purpose

Under the VAWA, Ohio Business College is required to compile statistics and include them in the annual campus safety program. The College made a good-faith effort to include statistics for the crimes specified under the VAWA for calendar year 2014 and included them on their Annual Security Report for October 2015. This includes incidents of domestic violence, dating violence, sexual assault, and stalking. Additionally, Ohio Business College is required to follow up on any incidents of domestic violence, dating violence, sexual assault or stalking that has been reported, including a statement of the standard of evidence that will be used during any conduct proceeding arising from such a report. Ohio Business College will include its Annual Security Report expanded information about a victim's options for and available assistance in, changing academic, transportation, and working situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. The College understands that in order to comply with the VAWA policy, it does not constitute a violation of FERPA.

Policy

Ohio Business College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, Ohio Business College strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education. It is the policy of Ohio Business College that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes working with local law enforcement to bring possible criminal charges.

This policy and procedures will address two different circumstances:

- Sexual misconduct that happened on campus
- Sexual misconduct that did not happen on campus but student addressed the situation with a Campus Security Authority

Educational Prevention Program

Ohio Business College does not offer formal classes concerning crime prevention. The College encourages those who are present on our campus for any reason to practice normal and common personal safety enhancement such as walking in groups after an evening class, keeping personal items that may appear to be of value out of view in cars, and ensuring that personal items are kept secure. The College promotes knowledge and understanding of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The College makes aware in their annual security reports the ongoing prevention and awareness campaigns for students and employees. Included in the education prevention program is:

- Definitions relating to sexual awareness
- Common signs of an abusive relationship
- Student Code of Conduct as it pertains to sexual misconduct
- How to report a sexual assault
- Possible sanctions that may be imposed as a result of a disciplinary proceeding
- New students and employees are given the opportunity to view awareness DVDs titled "Speak Out & Stand Up Raising Awareness About Sexual Assault" and "Culture of Silence Stalking Awareness."
- New students and employees are given a copy of the College's Campus Safety and Security policy.
- Annually, provide students and employees with a list of possible resources (both inside the College and outside the College) available pertaining to sexual awareness.
- Sexual Assault Prevention and Response – Informational pamphlets and brochures produced by local agencies that specialize in rape and sexual assault counseling, prevention, response, etc. are available in the lobby of our institution.
- Sex Offender Registration – In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Acts, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, we are providing information concerning where to obtain information provided by our state concerning registered sex offenders. To obtain this information, interested individuals may go to www.sexualpredators.com.

Key Definitions

Here are some important terms one must become familiar with in our Violence Against Women Act Policy.

- **Common signs of an abusive relationship are if one or both partners:**
 - Prevents contact and communication with friends and family
 - Controls money and important identification, such as driver's licenses and passports
 - Causes embarrassment with bad names and put-downs
 - Critical about survivors appearance and/or behavior
 - Attempts to control what partner wears
 - Has unrealistic expectations, like partner being available at all times
 - Threatens to take away or hurt the children
 - Acts like abuse is not a big deal, or denies it's happening
 - Plays mind games to place blame on the survivor
 - Destroys property or threatens to kill pets
 - Intimidates with guns, knives or other weapons
 - Shoves, slaps, chokes, hits or forces sexual acts
 - Threatens to commit suicide

Often, it can be difficult to identify what types of abuse are and what constitutes each type of abuse. These are some telltale signs of physical, sexual, emotional, economic and psychological abuse:

- **Physical.** any use of force that causes pain or injury such as, hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc.. This type of abuse also includes the use of weapons, denying a partner medical care or forcing alcohol and/or drug use upon him or her.
- **Sexual.** Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.
- **Emotional.** Any pattern of behavior that causes emotional pain that can include, but is not limited to constant criticism, diminishing one's abilities, name-calling, being unfaithful, or damaging one's relationship with his or her children. Perpetrators may also be emotionally neglectful, such as not expressing feelings or respecting the survivor's feelings and opinions.
- **Economic.** Making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment. Forcing a survivor to use his or her credit to rack up debt is also very common and can present problems in the future when attempting to obtain credit.
- **Psychological.** Elements include—but are not limited to—causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.
- **Domestic violence**
Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former cohabitant, person similarly situated under domestic or family violence law, person with whom the victim shares a child in common, or anyone else protected under domestic or family violence. This also includes a person similarly situated to as a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA).
- **Consent**
Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know - or reasonably should know -- to be incapacitated constitutes sexual misconduct. A prior relationship does not indicate consent to future activity.
- **Force**
Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.
- **Coercion**

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

- **Incapacitation**

With *incapacitation*, an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- decision-making ability;
- awareness of consequences;
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

- **Rape**

The 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.

- **Sodomy**

Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- **Sexual Assault With An Object**

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- **Dating violence**

Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

- **Stalking**

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

- **Sexual assault**
An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- **Sex Offenses**
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Hate Crimes**
A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Hate crimes are reported separately for the following offenses:

- **Larceny-theft:** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
 - **Simple assault:** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - **Intimidation:** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 - **Destructive/damage/vandalism of property:** is to willfully or maliciously destroy, damage, deface, or otherwise injury real or personal property without the consent of the owner or the person having custody or control of it.
- **Bystander Intervention**
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. This includes recognizing situations of potential harm and taking action to intervene.
 - **Awareness Program**
An awareness program is one that is audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
 - **Ongoing Prevention and Awareness Campaigns**
Programs, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with the audience throughout the college.
 - **Primary Prevention Programs**
Programs, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic 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 direction.
 - **Risk Reductions**
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.
 - **Proceeding**
All activities related to a non-criminal resolution of the College's disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
 - **Result**
Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the College. The result must include any sanctions imposed by the College.

Student Code of Conduct

Below is a portion of the Ohio Business College's Student Code of Conduct addressing any form of abuse:

Failure to comply with policy and procedure statements as outlined in this and other college publications may result in a student's

dismissal from school. Each student who attends Ohio Business College is an adult and is expected to behave accordingly. Recommendations for employment through Career Services are based on scholastic records, attendance, and conduct.

Ohio Business College reserves the right to permanently dismiss any student for any of the following reasons or any other reason as determined by the Campus Director to protect the interest of all students, faculty, staff, and property:

- Physical or violent verbal abuse of any person on college property or at functions sponsored or supervised by Ohio Business College.
- Conduct that threatens or endangers the health or safety of any person, including oneself, on college property or at functions sponsored or supervised by Ohio Business College.
- Intimidating behavior directed toward any student, faculty member, staff member, or administrator.
- Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. This specifically includes offense of domestic violence, dating violence, sexual assault, and stalking.

Reporting Crimes or Emergencies when an Incident Occurs

On Campus or at a School sponsored event off campus

Ohio Business College encourages the reporting of sexual misconduct that is prompt and accurate. This allows the college to quickly respond to allegations and offer immediate support to the victim. Ohio Business College is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct.

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored event, the crime should be reported as soon as possible to a Campus Security Authority. There are specific Campus Security Authorities designated at each campus. The CSA's will determine (along with the victim) whether the incident must be reported to the local law enforcement authorities. The CSA's offer confidentiality to victims and are expected to keep reports private to the extent permitted under the law and college policy. This means that they may have to report to college officials but will not broadcast the information beyond what is required by law and policy. The CSA will complete an incident report and with the assistance of the victim will determine whether the local law enforcement agency should be notified. The corporate office will be informed of the incident and immediately work with the campus director and campus security authority to investigate.

If the student or employee does not want to pursue action through the school or the criminal justice system, they should be encouraged to make a confidential report. The purpose of a confidential report is to comply with the student or employee wishes to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. The College will offer guidance for the victim to outside agencies who are experts in the field and able to help the victims.

Not on Campus

If a student experiences a crime outside of the campus and makes campus personnel aware of it, the CSA will offer assistance in guiding the student to report the incident to the proper authorities.

Disciplinary Proceedings

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. We encourage you to report any sexual assault in a timely manner. Time is a critical factor for evidence collection and preservation in these cases. The assault should be reported directly to a Campus Security Authority or other institutional official. Sexual assaults will be reported to the local law enforcement officials as required, requested, and necessary.

Should a victim report a VAWA crime that occurred on the campus or at any related campus activities, the school will take the necessary steps to investigate the situation. The steps followed will be:

1. Because the campus does not have its own law enforcement department, these incidents are referred to the local law enforcement agency.
2. In the meantime, the CSA should maintain a supportive and listening posture at all times.
3. The CSA must determine whether the victim is safe and the whereabouts of the perpetrator.
4. The CSA determines what type of help the victim would like to have and if medical assistance is needed. The CSA suggests to the victim to visit the hospital for a check up before bathing, washing, or cleaning any body parts of before changing clothes or disposing of any other evidence that may be valuable in apprehending the suspect. It is important to preserve and collect physical evidence.
5. The CSA, with agreement of the victim, notifies the local law enforcement agency.

6. The CSA files an incident report with the victim's assistance.
7. The CSA offers unconditional support to the victim by staying with them or by accompanying the victim to the hospital.
8. The Incident Report is forwarded to the corporate office. The corporate office works with the campus' CSA and Campus Director in determining how the incident should be handled. If the perpetrator is a current student, the corporate office must investigate and determine the consequences of the incident on their continued enrollment.
9. Incidents will be investigated by interviewing the involved parties and documents containing facts pertinent to the incident.
10. Within 15 working days after the incident, a meeting will take place with both the alleged victim and alleged perpetrator. Fair and impartial disciplinary proceedings in which Both will be:
 1. The accuser and accused will be informed of the hearing date and time
 2. The accuser and accused will be entitled the same opportunity to have others present during the disciplinary proceedings
 3. The accuser and accused will be entitled to hear the information given from the opposite party and sanctions imposed.
 4. The accuser and accused will be informed of the outcome of any institutional disciplinary proceedings that brought alleging a sex offense.
 5. Possible sanctions may result in a student's suspension, expulsion from school.
 6. A student found guilty of violating the institution's sexual offense policy could be criminally prosecuted in the state courts and may be suspended from the college.

On and Off Campus Resources

- National Child Abuse Hotline, 1.800.422.4453, www.childhelp.org
- National Domestic Violence Hotline, 1.800.799.7233, www.ndvh.org
- Rape, Abuse & Incest National Network, 1.800.656.4673, www.rainn.org
- National Teen Dating Abuse Helpline, 1.866.331.9474, www.loveisrespect.org
- National Suicide Prevention Lifeline, 1.800.273.8255, www.suicidepreventionlifeline.org
- Substance Abuse Treatment Locator: <http://www.findtreatment.samhsa.gov>. Phone: 1-800-662-HELP.
- AlcoholScreening.org: <http://www.alcoholscreening.org/Home.aspx>.
- Al-Anon/Alateen: Phone: (888) 4AL-ANON www.al-anon.alateen.org.
- Alcoholics Anonymous (AA) Phone: (212) 870-3400 <http://www.aa.org/?Media=PlayFlash>.
- American Council on Alcoholism Phone: (800) 527-5344 www.aca-usa.org.
- Cocaine Anonymous Phone: (800) 347-8998 www.ca.org. 1-800-COCAINE, (24 hours) Cocaine/Crack Helpline; 1-800-347-8998 Cocaine Anonymous; 1-800-766-6779 Marijuana Anonymous.
- Nar-Anon Phone: (800) 477-6291 www.nar-anon.org.
- Focus on Recovery Helpline Phone: (800) 234-0420 www.focushealthcare.com.
- National Council on Alcoholism and Drug Dependence Hopeline Phone: (800) NCA-CALL www.ncadd.org.

***For local resources check with your College's Registrar.**

Alcohol & Drug Policy

The following is the alcohol and drug policy as it appears in the **employee** handbook:

Loss of time, money, and business resources in connection with the use of alcohol and illegal drugs is a major concern in American society. This policy is in accordance with the "Drug-Free Workplace Act" which requires any organization receiving federal contracts, grants or awards of more than \$25,000 to meet certain anti-drug standards. These anti-drug standards include publishing and enforcing a policy which prohibits the illegal use, sale or possession of controlled substances in the workplace, notifying the government when employees are convicted of illegal drug activities on the job, and taking personnel action against convicted employees. The law does not require drug screening. Additionally, the "Drug-Free Schools and Communities Act" requires schools, colleges, and universities to meet similar standards to prevent on-campus alcohol and drug abuse.

The use of controlled substances and alcohol as well as the unlawful manufacture, distribution, dispensation, or possession of such substances is prohibited on college premises. Any employee or student found to have violated this prohibition will be subject to disciplinary action, up to and including immediate discharge or expulsion, in addition to criminal penalties that may be imposed by appropriate authorities.

The 1988 Drug-Free Workplace Act requires that any employee convicted of any criminal drug statute for a violation occurring in the workplace shall notify their employer not later than five days after such conviction. Notification should be given to the Human Resource & Payroll Administrator. Any employee subject to this requirement who fails to notify the appropriate offices shall be

subject to appropriate discipline, up to and including immediate discharge. Any student who has questions or concerns regarding his or her obligations under this Drug-Free Campus Policy should contact the School Director. Employees who have questions concerning obligations under the Drug-Free Workplace Act should contact the Human Resource & Payroll Administrator. Compliance with this policy in all respects shall be a condition of continued employment with the school for an employee and a condition of continued enrollment for a student.

Students and/or employees who are chemically dependent are urged to seek help for an alcohol or drug problem before it interferes with their jobs, their performances or their grades.

The following is the alcohol and drug policy that is distributed to **students** annually:

Purpose

Ohio Business College is committed to protecting the safety, health, and well-being of its employees and students and recognizing that abuse of alcohol and other drugs compromises this dedication. The Drug Policy of Ohio Business College is based on the goal of assisting staff and students to benefit from an alcohol/drug free lifestyle. Although Ohio Business College does not employ counselors, each campus does provide employees and students with guidance in obtaining assistance with problems resulting from the use and abuse of substances.

Campus Responsibilities

- Annually, each campus provides all staff and students with Ohio Business College's Drug Policy.
- Each campus has available to all staff and students, brochures and pamphlets on the effects of drug and alcohol abuse.
- Each campus has available the Crimes and Penalties on Federal, State, and Local Drug & Alcohol Violations.
- Each campus has available local agencies in which to direct staff and students for assistance.

Procedures

- Should a student approach a staff or faculty member on problems they are having with drugs or alcohol, the student should be immediately referred to the Registrar. The Registrar will provide the student with the list of local agencies and their phone numbers. The Registrar should offer the student the use of their telephone to call the agency for assistance.
- Should a staff or faculty member approach another staff or faculty member on problems they are having with drugs or alcohol, the staff member should be immediately referred to the School Director. The School Director will provide the staff or faculty member with the list of local agencies and their phone numbers.

***NOTE: Drug testing, at the college's expense, will be required whenever a college personnel suspects or has reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication.

ABUSIVE SUBSTANCES

STIMULANTS (AMPHETAMINES, SPEED, uppers, black beauties, white cross, ice)

Stimulants refer to many drugs that increase alertness and physical activity. They often are used to counteract the drowsiness or “down” feeling caused by sleeping pills or alcohol, or as a way to lose weight. Heavy use may keep an individual awake and active for extended periods of time, but will also make the user edgy, less coordinated and more likely to respond inefficiently to quick-response situations (i.e., driving).

Symptoms of Abuse

- ✓ Mood elevations
- ✓ Loss of appetite
- ✓ Disorientation
- ✓ Sleeplessness (wakefulness)
- ✓ Irritability, argumentativeness

Forms

Pills, capsules.

Dangers

Addiction, paranoia, depression, possible hallucinations, fatigue leading to exhaustion.

INHALANTS (aerosols, ames, rush, correction fluid, glue, nitrates, gas tueloe, toluene)

Inhalant abuse involves primarily glues, toxic solvents or hydrocarbon (gasoline). These substances are dangerous not only because of their effects on users, but many also are highly combustible.

Symptoms of Abuse

- ✓ Odor of the substance on breath and clothes
- ✓ Excess nasal secretions, watery eyes
- ✓ Blue lips due to lack of oxygen
- ✓ Red irritation
- ✓ Slurred speech

Forms

Aerosols, liquids.

Dangers

Unconsciousness, suffocation, nausea and vomiting, brain and central nervous system damage, sudden death.

MARIJUANA (pot, dope, weed, grass, reefer, joint, hash, roach)

Marijuana, also a mind-altering drug, is made from the plant cannabis sativa. It affects many skills including safe driving techniques. The amount of the main mind-altering psychoactive ingredient, THC (delta-9-tetra-hydro-cannabinol), determines how strong its effect will be.

Symptoms of Abuse

- ✓ Rapid, loud talking, bursts of laughter
- ✓ Altered perceptions
- ✓ Red eyes
- ✓ Dry mouth
- ✓ Reduced concentration
- ✓ Increase heart rate
- ✓ Unusual appetite (“munchies”)

Forms

Dried tops and leaves of marijuana plant ranging in color from grey-green to green-brown; smoked in hand-rolled cigarettes or special pipes.

Dangers

Addiction, impaired short-term memory, panic reaction, prolonged apathy.

HALLUCINOGENS (LSD, acid, PCP, mushrooms, peyote, mescaline)

Also called psychedelics, hallucinogens affect the user’s perceptions, sensations, thinking process, self-awareness and emotions. Some hallucinogens, such as mescaline, come from natural sources. Others, like LSD, are manufactured synthetically.

Symptoms of Abuse

- ✓ Distorted senses of sight, hearing, touch, body image, and time
- ✓ Anxiety, panic
- ✓ Altered mood/behavior

Forms

Capsules, tablets, “micro-dots,” blotter squares.

Dangers

Addiction, violent and unpredictable behavior, flashbacks (LSD), emotional instability, psychosis.

COCAINE (crack, coke, rock, base)

Cocaine is a white powdery substance that acts as a central nervous system stimulant. Cocaine, at one time used as a local anesthetic, is now prohibited under drug abuse laws. It is generally sniffed and absorbed through the mucous membrane of the nose. It also can be injected intravenously or smoked in “freebased” form called crack.

Symptoms of Abuse

- ✓ Brief, intense euphoria
- ✓ Elevated blood pressure and heart rate
- ✓ Feeling of well-being followed by depression
- ✓ Perceptual disturbances (hallucinations, delusions)
- ✓ Irritability, sleeplessness

Forms

White crystalline powder, rock-like chips that resemble whitish gravel.

Dangers

Addiction, seizures, heart attack, severe depression, paranoia, lung damage, sudden death.

DEPRESSANTS (barbiturates, sedatives, downers, ludes, Valium, alcohol)

Depressants affect the central nervous system and, in small amounts, are used to induce sleep, produce calmness or relax muscles, in high doses or when abused, many depressants can cause poor judgment and slow, uncertain reflexes. Large doses may cause unconsciousness or even death.

Symptoms of Abuse

- ✓ Depressed breathing and heart rate
- ✓ Uncoordinated movements
- ✓ Staggering, stumbling

Forms

Capsules, pills, alcoholic beverages (see Alcohol).

Dangers

Addiction, possible overdose, muscle rigidity, potentially fatal withdrawal.

NARCOTICS (heroin, smack, junk, morphine, Demorol, Dilaudid)

Narcotics, or opiates, are used medically to relieve pain but have high potential for abuse. Some opiates are derived from the Asian poppy, including opium, morphine, heroine, and codeine. Others such as meperidine (Demerol) are manufactured synthetically. Heroin accounts for approximately 90 percent of the opiate abuse in the United States.

Symptoms of Abuse

- ✓ Euphoria
- ✓ Constricted pupils (pinpoint)
- ✓ Needle marks on arms
- ✓ Watery eyes, runny nose
- ✓ Drowsiness

Forms

Powders, capsules mixed with liquid and injected.

Dangers

Addiction, weight loss, contamination from unsterile needles (hepatitis, AIDS), accidental overdose.

ALCOHOL (booze, beer, wine, liquor)

Alcohol, the most commonly abused mind-altering drug, is a sedative that can change the way a person acts and thinks. Because alcohol affects coordination and judgment, it is a factor in 50 percent of highway deaths in America.

Symptoms of Abuse

- ✓ Slurred speech
- ✓ Unsteady walk/impaired coordination
- ✓ Relaxed inhibitions
- ✓ Preoccupation with drinking
- ✓ Hidden bottles
- ✓ Alcohol odor on breath

Forms

Alcoholic beverages.

Dangers

Addiction, accident resulting from impaired ability, overdose when mixed with other depressants (see Depressants), liver damage, heart disease, potentially fatal withdrawal.

Crimes and Penalties: Federal, State and Local Drug & Alcohol Violations

Consequences of Conviction: Years indicate maximum and/or minimum to maximum prison term. Dollar amounts indicate maximum and/or minimum to maximum fine.

Type of Offense:	Federal Criminal Statutes 21 U. S. C. 55841-963	Ohio Criminal Statutes OCR 2925,4571,&4301	Most cities have local codes. Generally:
Possession/Use of illicit controlled substance	Up to 1 yr. ; fine to \$1000	2 nd & 3 rd Degree Felony; 1 to 15 yrs; fine to \$10,000	Ohio law Prosecution
Possession/Use of Marijuana	Civil Penalty Possible to \$10,000; up to 2 yrs; fine to \$10,000	4 th Degree or Minor Misdemeanor; 30 days; fine to \$250	Same as Ohio Criminal Statutes
Drug Trafficking	1 to 15 yrs.; fine \$10,000 to \$25, 000	6 mos. to 10 yrs.; Fine \$1000-\$5,000	Ohio law Prosecution
Marijuana Trafficking	1 to 5 yrs.; fine \$10,000 to \$25,000	6 mos. to 2 yrs. Fine \$1,000 - \$20,000	3 rd Degree Misdemeanor
Corruption of Another with Drugs	Not a specific federal offense but covered by other offenses	2 nd and 3 rd Degree Felony: 3- 12 yrs; fines to \$10,000	Ohio law Prosecution
Corruption of Another with Marijuana	Up to 1 yr. fine to \$1,000	4 th Degree Felony; 3-6 Mos; fine to \$2,500	Ohio law Prosecution
Possession of Drug Paraphernalia	Used as Evidence of Other Crimes	3 rd , 2 nd , and 1 st Degree Misdemeanor; up to 6 mos. fines to \$1, 000	2 nd Degree Misdemeanor, up to 90 days, fine to \$750
Misuse of Prescriptions	Up to 1 yr; fine to \$1, 000	1 st Degree Misdemeanor & 4 th Degree Felony; up to 5 yrs; fine to \$2, 500	1 st Degree Misdemeanor; up to 6 mos; fine to \$1, 000
Drug Theft	Not a specific federal offense but covered by other offenses	1 st , 2 nd , or 3 rd Degree Felony; 2-5 yrs, fine to \$10,000	Ohio law Prosecution
Conspiracy to Commit Drug-Related Crime	Incarceration and/or fine similar to underlying crime	Same as federal penalty, but also fine may be 3 times profit or loss	Ohio law Prosecution
Dispensing Overdoses	Not a specific federal offense, but covered by other offenses	3 rd or 4 th degree felony; 3 mos. to 3 yrs; fines to \$10,000	Ohio law Prosecution
Driving Under Influence	Usually not a federal offense may be so prosecuted.	1 st Degree Misdemeanor, 3 days-6 mos. fine \$150 to \$1,000. Driver License (D.L.) suspension	1 st Degree Misdemeanor; 3 days to 6 mos.; fine \$150 to \$1,000; D. L. loss
Under age 21 Use of False ID to Purchase Alcohol	Usually not a federal offense, may be so prosecuted	1 st Degree Misdemeanor, up to 6 mos. fine to \$1,000	Same as Ohio Statutes
Under age 21 Alcohol consumption	Usually not a federal offense, may be so prosecuted	Fine \$25 to \$100	1 st Degree Misdemeanor; fine to \$1,000
Consumption of Alcohol in a Motor Vehicle	Not a federal offense	4 th Degree Misdemeanor; up to 30 days; fine to \$250	Ohio law Prosecution
Under federal law, a violation on or near a school or campus can double fines or incarceration; 1 yr. mandatory sentence	The circumstances of each occurrence prior conviction, and other factors determine the severity of the offense, incarceration (if any) and fine. This chart does not contain all possible offenses and is intended for instructional and not legal guidance. Individuals convicted of violating any federal, state, or local criminal drug statute should be aware that such convictions may result in loss of financial aid eligibility.		

Security of Student Data

Middletown Corporate Office/Learning Site

At the Middletown location, the computers are serviced by Radtech. RadTech provides comprehensive, integrated technology solutions to small and mid-sized businesses in the greater Miami Valley region.

The computer security procedures for this location are:

- Windows updates are applied through group policy on all computers/servers on the network (@ Middletown). Symantec Endpoint Security is the antivirus software used at Middletown. Symantec Endpoint Security is installed on all workstations / servers individually and set to automatically update and quarantine any threat found.
- Inbound security is controlled by a cisco access list. The cisco access list is updated based on the needs of Ohio Business College and only allowing necessary ports open. In addition to the cisco access list, inbound/outbound email security is filtered through McAfee. McAfee will stop spam, phishing, and viruses sent via email as well as queue messages if you have an outage. If a message is deemed high risk, the message is automatically removed without the end user given the option to allow/read the message.
- Outbound security is controlled by Untangle web/spam/phishing filter. Outbound threats found are automatically blocked and the end user is given a message that the site had been blocked. We have also blocked certain high risk countries from accessing your network at all.

Sheffield Campus

Computer files:

- Instructors are allowed to log in to our network from home and are given the same rights they have when they log in on campus.
- Canvas has opened up traffic into our network using LDAP to allow students to authenticate for their Canvas logins.
- A daily back up is taken and rewritten weekly.
- Users are put into groups and are given permission as the Director/Coordinator of that department deems necessary.

Student paper files:

- Current student files are manually stored and are locked in a fire proof cabinet in the Registrar's office.
- Student Education Records of our Graduates are scanned on a device and Backed up each quarter. Security is given to the registrar office and opened to only personnel that she has appointed.
- FA records are stored in in the FA Coordinator's office.
- They are scanned, transferred, and then stored on the FTP site at corporate.
- Student FA award letters are stored on a network drive and backed up weekly.
- Only FA personal has right to these files.

Sandusky Campus

Most of the student information at the Sandusky campus is handled at the corporate level and RadTech. The only thing at this level is maybe scan items. Our security here is mainly through Active Directory, Firewalls, SonicWall, and locked doors.

Dayton Campus

Most of the student information at the Dayton campus is handled at the corporate level and RadTech.