Campus Safety and Security Report 2026

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Rev 10.27.26

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CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) as amended by the Higher Education Act, requires all postsecondary schools that participate in federal financial aid programs to keep and disclose information about crimes occurring on and near the school to all current and potential students and staff. Schools must also distribute information on policies and procedures explaining the:

A. Means for students to report criminal actions or other emergencies and how the school will respond to such reports; how the campus is secured and access to the campus is controlled
B. Relationship of the school to law enforcement and other campus security personnel, especially as it relates to how crimes are investigated. It is hoped that this will facilitate accurate and prompt reporting of crimes to law enforcement even when the victim of such crime elects or is unable to make such a report.
C. Type and frequency of programs designed to inform students and employees to be responsible for their own security and for the security of others.
D. Programs designed to inform students and employees about the prevention of crimes
E. Statistics of crimes committed on or near campus. See chart.
F. Method the school uses for monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the school.
G. School's policies regarding the possession, use, and sale of alcoholic beverages and enforcement of Ohio underage drinking laws and a statement of policy regarding the possession, use or sale of illegal drugs and enforcement of Federal and state drug laws and a description of any drug or alcohol abuse education programs.
H. Availability of information on registered sex offenders.
I. Procedures for immediate emergency response and evacuation.

Warren County Career Center's (WCCC) Annual Safety and Security report with our policies, procedures and crime statistics for the last three (3) years are disclosed and explained on the following pages.

Safety First

An important part of a quality educational experience is an active participation in the school's safety program. WCCC promotes and enforces safety rules and regulations according to standards established by the Occupational Safety and Health Administration (OSHA). Safety rules are constantly reviewed and emphasized by instructors. Students must follow all safety regulations and report all accidents or injuries to their instructor immediately. Failure to follow safety regulations will result in disciplinary action.

Guests

Guests to WCCC are required to enter the building through the main entrance. A member of the school staff will admit all visitors through the main lobby upon ringing the bell inside the main doors. Once inside the building, all guests must go through the main office and verify their identity with the Visitu system. Visitu runs a secure check on all visitors and checks for sex offender status. Any alerts the system finds are immediately reported to the administration and security teams should a visitor be identified as a risk.

In the event of an emergency, all guests should partner with the closest school employee to follow proper safety procedures.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Under authority of the Family Education Right to Privacy Act, the district has established a policy for the release of student and/or graduate information:

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information. The Superintendent is responsible for the proper administration of student records in keeping with State law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A director, coordinator or other qualified school personnel must be present to explain any of the tests or other material. All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student." The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. By prior written consent;
2. As directory information and
3. Under other limited circumstances, as enumerated under administrative regulations.
   The following rights exist:
   1. The right to inspect and review the student's education records;
   2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
4. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and

1. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. (See Administrative Regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. Student's name
2. Student's address
3. Telephone number(s)
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Major Field of study
9. Dates of attendance ("from and to" dates of enrollment)
10. Date of graduation

The above information is disclosed without prior written permission, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

Student Identification Badges
Students are required to display their school-issued student identification badge at all times while on campus or offsite locations. This is to ensure safety and security for all students while they attend class. Students are responsible for their badges. If lost, damaged or stolen, students are to report as soon as possible to the Adult Education Receptionist to request a replacement badge. The replacement fee for the badge is $5.

Protective Equipment
In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment. Gym shoes are not permitted in shop areas.

School Equipment and Facilities
Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the designated staff member to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. If a student does damage to or loses school property, the student will be required to pay for the replacement or repair and will also be subject to disciplinary action.

Control of Casual Contact Communicable Diseases
With a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice.

Bloodborne Pathogens
Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other blood-borne pathogens.

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan includes annual in-service training, first-aid kits in each school building and student transportation vehicle, and correct procedures for cleaning up body fluid spills and personal cleanup.

Medication
If a student is taking medication, that information should be made known to the Program Coordinator and his/her instructor for health and safety reasons. Staff reserve the right to question students if they are concerned about a student being impaired.

Illness
Students that become sick while attending class should speak with their instructor or coordinator as soon as they feel unwell. Depending on the reason given, students may be asked to go home. If the student is sent home, staff will work to ensure the sanitation of the students work area. Students that return to school with restrictions from their family doctor must provide a letter of release that includes the release date from the restrictions given. Notations of the illness/incident are logged in the student database with electronic copies of all medical forms related to the incident scanned into the student's personal file.

EMERGENCY OPERATIONS PLAN

The WCCC maintains an Emergency Operations Plan with the Ohio Department of Education and the Ohio Attorney General's Office. This plan is fully compliant with the requirements of both agencies. The plan is available to staff via on-line software as well as hard copies kept in each building of the district. Per Ohio Revised Code, Fire Drills, Tornado Drills and Safety Drills are conducted throughout the year to meet state requirements. All staff receive training on the Emergency Operations Plan and the Incident Command System annually.

In Case of An Emergency
For emergencies, WCCC phones are set to dial 911 without need for any other digits. WCCC Main Campus has a School Resource Officer (SRO), a sworn deputy sheriff of the Warren County Sheriff's Office. The SRO's hours are from 7:00 AM – 3:00 PM, Monday – Friday during the high school calendar year. Contact the SRO during these hours by dialing ext. 5290. The SRO is armed and has arrest authority. For on campus emergencies, call the SRO after calling 9-1-1. Emergencies requiring immediate attention should also be reported to any Campus Security Authority after dialing 9-1-1. A Campus Security Authority is defined as any official of WCCC who has significant responsibility for student and campus activities.

Students who attend WCCC through one of our approved Instructional Service Centers (ISC) such as Upper Valley, will want to familiarize themselves with both WCCC's Student Handbook and the emergency protocols of the ISC they attend.

Students are encouraged to promptly report all crimes or accidents occurring on campus or during school activities off campus. Call the campus receptionist at (513) 932-8145, or extension 0 from a campus phone to reach the Campus Security Authority on Duty. Students and Employees may also report through the website www.mywccc.org at "Safety & Security".

Stop the Bleed Kits/AED Locations
There are three (3) Bleeding Control Kits and three (3) Automatic External Defibrillators (AED) located on the main campus and one at the WCCC - Atrium Campus. On the Main campus, the kits are located next to or adjacent to the Automatic External Defibrillator

(AED) locations in the entry hallway, the commons and next to science lab 409. The kit at WCCC - Atrium Campus is located next to the AED in the front lobby.

Each kit contains materials to assist in stopping bleeding due to a traumatic injury. All kits have materials to treat eight (8) patients. Materials include trauma dressings, gauze pads, gloves, trauma scissors, a blanket and a tourniquet. The tourniquet would be used to control severe bleeding in an arm or leg.

In the event the kit is utilized, a call to "9-1-1" should also be made for response by the Clearcreek Township EMS unit for the main campus and City of Middletown for WCCC - Atrium Campus.

Any questions can be directed to the Director of Facility Operations.

Fire Drills
The District has established fire drill procedures. The basic rule on fire drills is to evacuate the building. Each year, the state fire officials and the local fire department inspect the building for safety procedures and fire hazards.

Fire Drill Instructions and maps are posted in all classrooms and offices. After exiting the building, accountability for all students will be conducted by the instructor.

Storm Warnings
Students will be instructed about tornado drill procedures by their instructors. In the event of a storm warning, students are to move to the interior of the building near an inside wall away from windows and outside doors.

Emergency Evacuation
In the event of a need for an emergency evacuation, all staff, visitors and students are notified via the fire alarm system, building intercom system and /or the building-wide phone system. Students, visitors and staff are required to evacuate the building in an expedited manner, meeting at a remote area on the school ground for accountability to be monitored. No one is permitted to return to the building until an all-clear is issued.

Shelter-In-Place
In the event of a situation that requires students and staff to shelter-in-place, an announcement is made over the building intercom and phone system, with instructions given to all building occupants. In the event of a shelter in place, all staff, visitors and students will remain in a safe location until the all-clear is issued.

TAKE ACTION

HOLD!
In your room or area. Clear the halls. Clear the hallways and remain in room or area until the “All Clear” is announced. Do business as usual.

SECURE!
Get inside. Lock outside doors. Return to inside of building. Do business as usual.

LOCKDOWN!
Locks, lights, out of sight. Move away from sight. Maintain silence. Do not open the door.

EVACUATE! (A location may be specified)
Leave stuff behind if required to. If possible, bring your phone. Follow instructions.

SHELTER!
Hazard and safety strategy. Use appropriate safety strategy for the hazard.

Tornado – Evacuate to shelter area
Hazmat – Seal the room
Earthquake – Drop, cover and hold
Tsunami – Get to high ground

Hostage Situation
A hostage situation involves one or more persons being held against their will by one or more individuals. If weapons are present, this should be viewed as an active shooter hazard/threat. Hostage situations may develop out of active shooter incidents or child abduction events. This hazard may be applicable if an abduction or kidnapping of a child occurs.

Hostage procedures include cooperating with the hostage taker; de-escalate the situation if possible; stall for time, if possible; do not aggravate the hostage taker; provide law enforcement with last known location of suspect(s); those who know hostage and/or hostage taker should identify themselves to the incident commander and be prepared to cooperate with law enforcement.

Building Security
For students' safety and welfare, adequate light is provided in public areas inside the building and in parking and outside break areas. High definition security cameras are functional in most hallways and other common areas inside and outside the building. Actions recorded on these cameras may be used as evidence in disciplinary action and are for view by authorized school officials only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. No electronic surveillance is present in areas where individuals have a reasonable expectation of privacy.

Access to the building is monitored by camera and receptionists. Observation cameras have been installed at all entrances and at strategic locations in and around the building. Staff and students have a school issued identification badge for entry into the buildings. Sign-in & sign-out through the Visitu system in the front office is required for non-regular students, staff or other visitors. Campus security personnel have the authority to evict unauthorized persons from the campus premises and will notify local police of all actual or suspected criminal activities, including trespassing.

Any interior doors that are closed, must remain locked. This includes offices, classrooms and storage facilities.

Timely Warnings
WCCC is required to issue timely warnings to the campus community relative to active criminal activity on campus or in the near vicinity. These will be issued when an incident takes place on our campus or information is received from a local law enforcement agency regarding an incident that occurred in the immediate vicinity of the campus which is considered potentially threatening. Anyone who knows of a crime or other serious incident should report it as soon as possible by calling 9-1-1 and/or reporting it to a Campus Security Authority by dialing (513) 932-5677 or (513) 932-8145. Reporting crimes is on a voluntary, confidential basis. Timely warnings will be issued by some combination of e-mail, WCCC's emergency call system; fliers posted at strategic locations around the campus, and PA announcements. Our pledge to the WCCC's community is that these warnings will be issued in a timely manner, with the names of the victims redacted, and with the aim of preventing related or similar occurrences.

Crime Logs
The Campus Safety and Security Reporting Handbook states that if a school has "an individual or individuals with limited responsibility for campus security (e.g., someone monitoring access to a campus building by checking student IDs) but who do not constitute a police or security department", the school is excluded from the requirement of maintaining a daily crime log. WCCC Adult Education is a school that has individual(s) with limited responsibility for campus security during a majority of its school hours.

CLERY CRIMES AND DEFINITIONS

VIOLENCE
- Acts of violence include any exercise of force against persons or property that could result in physical or emotional harm.
- Threats of violence include any verbal or nonverbal communication that inflicts harm.
- Intimidation includes any verbal or nonverbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another

Negligent Manslaughter: the killing of another person through gross negligence.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

Burglary: the unlawful entry of a structure to commit a felony or theft.

Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

SEX OFFENSES

The Clery Act has four (4) defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape.

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.

Fondling: The touching of the private body parts of another person for the purpose of the sexual gratification, with the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

ALCOHOL, DRUG AND WEAPON VIOLATIONS

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Weapons Possession: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

HATE CRIMES

The Clery Act requires institutions collect crime statistics for hate crimes associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a building or property.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Under the Clery Act, Hate Crimes include any of the following offenses: Murder and Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/ Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/ Damage/Vandalism of Property are included in your Clery Act statistics only if they are Hate Crimes.

Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person on 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: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attach. Includes cyber-intimidation if victim is threatened on Clery geography.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

VIOLENCE AGAINST WOMEN ACT (2013) CRIMES

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

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency

of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

STOP CAMPUS HAZING ACT (2024)

Hazing: Intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including: (1) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; (2) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; (3) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; (4) causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; (5) any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Bias: Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity of national origin. Although there are many possible categories of bias, under Clery, only the following eight (8) categories are reported:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of ski, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

ANNUAL SAFETY & SECURITY DATA

The *Campus Security Act* requires schools to disclose campus crime statistics to employees, students, and potential students. The WCCC prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Clearcreek Township Police Department, the Warren County Sheriff's Office and the WCCC. Students and staff of the WCCC are notified, in writing, of the updated report on or before October 1st of every year. The report is based on data from the prior three (3) calendar years. This report can be located online at:

https://www.mywccc.org/safety-security

As the following statistics show, the WCCC is committed to providing quality education in a safe environment.

WARREN COUNTY CAREER CENTER - Main Campus

	On Campus			Off Campus			Public Property		
Type of Statistic	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
CRIMINAL OFFENSES									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0

Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
HATE CRIMES									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
TOTAL UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0
ARRESTS									
Weapons: Carrying, Possessing, Etc.	0	0	1	0	0	0	0	0	1
Drug Abuse Violations	0	0	1	0	0	0	0	0	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0

Liquor Law Violations	0	0	0	0	0	0	0	0	0

WARREN COUNTY CAREER CENTER - Atrium Campus

	On Campus			Off Campus			Public Property		
Type of Statistic	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
CRIMINAL OFFENSES									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
HATE CRIMES									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

TOTAL UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0
ARRESTS									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

WARREN COUNTY CAREER CENTER - Upper Valley Career Center

	On Campus			Off Campus			Public Property		
Type of Statistic	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
CRIMINAL OFFENSES									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
HATE CRIMES									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	2	0	0	0	0	0	0	0
TOTAL UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0
ARRESTS									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	5	5	7	0	0	0	0	0	0
Liquor Law Violations	0	0	2	0	0	0	0	0	0

CRIME PREVENTION

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves and others less likely to become victims. The following is a list of DO's and DON'Ts to protect your property and yourself:

- Do lock your car at all times – when parked and when driving.
- Do use lighted walkways when going to and from parking areas.
- Do report all crimes and/or suspicious activities to a Campus Security Authority promptly.
- Do mark your valuables (books, computers, tools, etc.) with your name.
- Do call a Campus Security Authority if you desire an escort; Main Campus - (513) 932-8145, Atrium (513) 933-3960, Upper Valley (937) 778-1980
- Do avoid events and people prone to use or distribute illegal drugs or alcohol or people and events known for excessive use of legal drugs and alcohol.
- Don't drink and drive.
- Don't date while you or your date are using drugs or consuming more than very moderate amount of alcohol.
- Do ask a friend to walk with you to the parking lot.
- Don't leave valuables in plain sight in your vehicle or leave them unattended in labs, break areas or classrooms.

- Do ask to be assigned a locker if one is available and use it.
- Don't leave purses, book bags, wallets, credit cards, cash or checks in unlocked desks or file cabinets.
- Don't use WCCC Wi-Fi for credit/debit card transactions.
- Do report any security deficiencies you find such as broken doors or locks; inoperative lights; over grown shrubs and trees; broken sidewalks or handrails and other conditions.

SEXUAL HARASSMENT AND OFFENSES

Students and staff at WCCC have the right to an environment free of sexual harassment and intimidation, not only by persons in positions of power, but by any WCCC employee or student. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of school policy; it is a form of discrimination and is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments. It is also contrary to the purpose of WCCC to equip our students with employable skills and habits. Engaging in harassment is one of the quickest ways to get fired from a job. Although certain attitudes or patterns of behavior may seem harmless to some, harassment is a serious issue and all students and staff must be aware of its definition and consequences.

Sexual harassment is unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims. Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal.

Another form of sexual harassment is peer harassment (by other students), and includes many of the above unwanted actions. Sexual harassment committed by students is a serious offense which could lead to dismissal.

Victims of sexual harassment are encouraged to report such incidents promptly to any Campus Security Authority.

Sexual Assault
If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with any Campus Security Authority or online at www.mywccc.org – Campus Security. WCCC officials will help individuals obtain counseling and file formal reports. In the case of criminal sexual assault, it is extremely important that physical evidence be preserved.

The term "sexual assault" means an offense classified as forcible or nonforcible sex offense under the
uniform crime reporting system of the Federal Bureau of investigation. These offenses include domestic violence, dating violence, and stalking.

What to do if you are sexually assaulted

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you. And remember, it's not your fault that you were attacked.
- Write down everything you can remember about your attacker (physical description, location of the attack, etc.) The sooner you record your memory of the assault, the greater value it will have in subsequent legal proceedings.
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing.
- If the incident occurred on campus, immediately report the assault to any Campus Security Authority after calling 9-1-1. School officials will assist the victim in notifying the local law enforcement agency.
- Seek medical attention. Even if you don't think you're injured, it's important to test for STD's and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

What to do if you are a bystander

- Call 9-1-1
- Be a good witness. As soon as possible write detailed notes such as identifying characteristics of perpetrator, specific actions, time, words spoken by the victim and perpetrator, weapons used, etc.
- Make your presence known as a witness. This may be the best way to stop the attacker.
- Other interventions should be safe and avoid exacerbating the violence toward you or the victim.
- Attend and comfort the victim afterward.
- Stay on the scene until the police arrive.

Please remember … if you see something, say something!

Sexual assault disciplinary procedure guarantees

- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both the accuser and accused shall be informed of the outcome of any campus disciplinary investigation.
- The accuser and the accused will be treated with dignity, courtesy and professionalism.

Students found guilty of such violations under the school's code of conduct and Ohio law are subject to suspension and prosecution. The school will assist victims of sexual assault/harassment with escorts, schedule adjustments, or any other reasonable request that would make the victim safer or feel safer. For additional assistance or information for victims of sexual assault or rape contact:

- Abuse & Rape Crisis Shelter of Warren County (battered women's shelter): (513) 695-1107 or (888) 860-4084 www.arcshelter.com
- Warren County Prosecutor's Office (Victim/Witness Division): (513) 695-1325 or email erika.bourelle@warrencountyprosecutor.com
- Crisis/Suicide Hotline(24-hr Mental Health, Substance Abuse & Suicide Crisis Line): (877)

795-6333

- Women's Centers of Ohio - Lebanon: (513) 934-1777
- Solutions Community Counseling and Recovery Center: (513) 228-7800
- Domestic Violence National Hotline: (800) 799-7233; (800) 787-3224 (TTY) 24/7 availability
- Sexual Assault National Hotline: 1-800-656-HOPE (4673) 24/7 availability.
- Community Prevention Website: www.Pieces2Prevention.com - The mission of Pieces 2 Prevention is to provide education and resources to promote healthy, respectful, non-violent relationships through community partnerships in Warren County.

ALCOHOL AND DRUGS

In accordance with the Drug-Free Schools and Community Act of 1989, Public Law 101-226, WCCC seeks to establish a drug-free learning environment. The harmful effects of nonprescription drugs and alcoholic beverages are well-documented: drowsiness, disorientation, poor perception of time and distance, fatigue, loss of appetite, depression, aggressive tendencies, respiratory dysfunction and an altered ability to learn and remember information.

Student participation in the possession, use, or distribution of alcohol is expressly forbidden on campus or during school-related activities. The possession, use or distribution of illegal drugs or the illegal use or distribution of prescription drugs is also expressly forbidden on campus or during any school-based activities. There are no exceptions to these rules. Furthermore, anyone thought to be under the influence of drugs or alcohol while on campus will be removed from the school and enrollment privileges or employment could be permanently suspended.

Readmission or re-employment will depend on the circumstances, mitigating factors and possibly the successful passing of two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria established by the U.S. Dept. of Education to determine whether or not a student may be eligible to regain eligibility of Federal funds. Any crimes committed on campus regarding drugs or alcohol will be reported to the appropriate authorities. For the Main Campus, Clearcreek Township Police Department or other local law authorities and for WCCC – Atrium Campus, Middletown Division of Police or other local law authorities.

Medical Marijuana

The Federal Government regulates drugs through numerous laws, including the Controlled Substance Act, the Drug Free Workplace Act, and the Drug Free Schools & Communities Act as listed under the Drug-Free Schools and Campuses Regulations (EDGAR Part 86). These laws do not recognize the difference between medicinal and other uses of marijuana, which is classified as a Schedule I drug under the Controlled Substances Act. Schools must abide by and certify compliance with all federal laws and regulations in order to be eligible to receive federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs). Students who violate this policy may be subject to federal penalties.

Substance Abuse Assistance
If you or someone you know would like help with a substance abuse problem, contact the Student Services Coordinator at (513) 933-3959. A counselor is available to assist students with a more targeted or intensive counseling. Treatment and rehabilitation are available through the following agencies and centers:

- Solutions Community Counseling & Recovery Center: Warren County Office – (800) 932-3366; Lebanon Main Office – (513) 228-7800; 975 Kingsview Dr. Lebanon, Ohio 45036
- Butler Behavioral Health, Lebanon Counseling Center: (513) 896-7887; 212 Cook Road, Lebanon, OH
- Salvation Army Adult Rehabilitation Center: Cincinnati – (513) 351-3457 and Dayton – (937) 979-1135
- Warren County Outpatient Assistance: (513) 932-4337
- Alcoholics Anonymous: (513) 423-0102; 20 South Breiel Blvd, Middletown, Ohio
- Warren County Dept. of Family Services: (513) 695-1420; 416 South East Street, Lebanon, Ohio 45036
- SAMHSA-Substance Abuse Mental Health Services Administration: (800) 662-4357; (800-662-HELP)
- Alcoholism and Drug Abuse Hotline: (800) 252-6465. (Open 24 hours)

Web Resources:

- The Ohio Deptartment of Mental Health and Addiction Services: (http://mha.ohio.gov) (877) 275-6364;
- Ohio Addiction Recovery Center: http://www.ohioarc.com; 866-563-4571
- Warren County United Way Community Resource Directory: "First Call For Help" (Available in Student Services Office or call (513) 695-4636)

Advice for instructors
Be vigilant! Be aware of your students' behavior and report signs of emotional or mental difficulties. Also, be alert for signs of domestic violence or substance abuse. Early intervention may help the student avoid a destructive pattern or event. Note such signs as:

- Inability to concentrate
- Bruising
- Poor attendance
- Extreme nervousness
- Dilated pupils
- Outbursts of anger
- Depression

Watch or review online video "See the Signs. Speak Out" at https://odvn.org/see-the-signs/
Contact Student Services or the Campus Security Authority on Duty if you observe any of these warning signs. Immediately report any suspicion of substance abuse.

Warren County Sex Offender Registration Information: Warren County Sheriff's Office

https://www.wcsooh.org/SexOffender.aspx

In accordance with Ohio law, the Ohio Attorney General's Office maintains the electronic sex offender registration network ("eSORN") registry. The registry contains information about currently published sex offenders and child victim offenders (collectively "Offenders") residing in the State of Ohio, as provided by the local sheriff's offices responsible for registering the offenders.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Students are provided lockers/desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

TECHNOLOGY RESOURCES & ACCEPTABLE USE POLICY

1. Purpose and Overview

The Board of Education provides Information & Technology Resources to support the educational, career training, and administrative needs of WCCC Adult Education students and staff. District technology resources—including computers, network access, software, cloud services, and Internet connections—are provided as privileges for educational and professional purposes only. WCCC technology networks do not constitute a public access service or public forum.

2. Ownership & Expectations of Privacy

All technology equipment, software, network infrastructure, data, email accounts, and electronic files generated on or transmitted through District systems are the property of the District.

* No Expectation of Privacy: Users (both students and staff) have no expectation of privacy in their use of District Information & Technology Resources, including email, files, internet browsing history, or personal communications stored on or sent through District systems.
* District Monitoring: WCCC reserves the right to monitor, log, inspect, access, and review all network traffic, system usage, web activity, email communications, and digital files at any time without prior notice.
* Public Records & Compliance: Electronic communications and records created or maintained using District resources may be subject to disclosure under Ohio Public Records law, the Family Educational Rights and Privacy Act (FERPA), and relevant federal/state legal hold requirements.

3. Acceptable & Responsible Use

All adult learners and staff members are expected to conduct themselves in a professional, responsible, ethical, and legal manner when utilizing District technology.

* Authorized Access: Users must access systems using only their assigned credentials. Sharing login accounts, passwords, or authentication credentials with others is strictly prohibited.
* Software & Hardware Modifications: Users shall not install, download, or execute unauthorized software, freeware, shareware, or browser extensions on any District equipment. Bypassing or attempting to bypass security settings, content filters, or administrative controls is prohibited.
* Generative AI & Emerging Technologies: Artificial Intelligence (AI) tools may be used for educational coursework only when explicitly authorized by the instructor. When permitted, students must properly cite and explain any AI-generated materials used in academic assignments in accordance with course guidelines.
* Prohibited Activities: Prohibited behaviors include, but are not limited to: copyright infringement; unauthorized access to non-public systems or data; commercial or personal financial gain; harassment, bullying, or offensive language; and viewing or disseminating obscene, illegal, or disruptive content.

4. Personally-Owned Communication Devices (PCDs)

Adult students and staff may connect personal devices (e.g., smartphones, laptops, tablets) to WCCC's designated guest/student wireless networks. All policies regarding acceptable use, filtering, and lack of privacy expectation apply when connected to District networks. The District assumes no liability or financial responsibility for theft, loss, damage, or unauthorized access to personally-owned devices brought onto WCCC property.

5. Enforcement & Violations

Access to WCCC technology resources is a privilege, not a right. Violations of this policy may result in the revocation of network and computer privileges, academic or workplace disciplinary action (up to program dismissal or employment termination), and potential civil or criminal liability under state or federal laws.