



Knox Technical Center  
Annual Security Report  
2020

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## Emergency Contact Information

|  |              |
|--|--------------|
| Emergency  | 911          |
| On-Campus Knox Technical Center Contact Number     | 740.393.2933 |
| On-Campus Knox County Career Center Contact Number | 740.397.5820 |
| Mount Vernon Police Department                     | 740.397.2222 |
| Knox County Sheriff                                | 740.397.3333 |
| Knox Community Hospital                            | 740.393.9000 |
| Mount Vernon Fire Department                       | 740.393.9515 |

## Geography

Geography – Knox Technical Center (Building owned by Knox County Career Center)

### ON-CAMPUS

Definition: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

| <i>All locations are within the Mount Vernon, Ohio city limits.</i> | <b>Main Campus</b>  | <b>Extension Campus<br/>(4 miles from Main Campus)</b> | <b>KCCC High School Bldg #1</b> | <b>KCCC High School Bldg #4</b> |
|---|---------------------|--|---------------------------------|---------------------------------|
| Office/Individual responsible                                       | KTC Director        | KTC Nursing Administrator                              | High School Director            | High School Director            |
| Location where documentation is kept                                | 308 Martinsburg Rd. | 1481 Yauger Rd.  | 306 Martinsburg Rd.             | 310 Martinsburg Rd.             |
| Date information was last updated                                   | October 2020        | October 2020   | October 2020                    | October 2020                    |

### PUBLIC PROPERTY

Public property within the Clery Geography of Knox Technical Center includes the sidewalks, immediate access streets, and parking lots surrounding the Main Campus, Extension Campus, KCCC High School Building #1, and KCCC High School Building #4.



## NONCAMPUS PROPERTY

Noncampus buildings or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Knox Technical Center does not have any buildings or property in this category and therefore there are no statistics to share.

## Crime Statistics

Knox Technical Center publishes and distributes an annual crime report to all current students, staff and prospective students. This report includes statistics for the years 2017 through 2019. It is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Security Report is also available on the Knox Technical Center website: <https://www.knoxtechnicalcenter.com>.

The offenses in the following crime statistics report are for the past three years and they are broken down by location (On-Campus and Public Property).

| OFFENSE                           | On-Campus |      |      | Public Property |      |      |
|-----------------------------------|-----------|------|------|-----------------|------|------|
|                                   | 2017      | 2018 | 2019 | 2017            | 2018 | 2019 |
| <b>CRIMINAL</b>                   |           |      |      |                 |      |      |
| MURDER/NON-NEGLIGENT MANSLAUGHTER | 0         | 0    | 0    | 0               | 0    | 0    |
| NEGLIGENT MANSLUGHTER             | 0         | 0    | 0    | 0               | 0    | 0    |
| RAPE                              | 0         | 0    | 0    | 0               | 0    | 0    |
| FONDLING                          | 0         | 0    | 0    | 0               | 0    | 0    |
| INCEST                            | 0         | 0    | 0    | 0               | 0    | 0    |
| STATUTORY RAPE                    | 0         | 0    | 0    | 0               | 0    | 0    |
| AGGRAVATED ASSAULT                | 0         | 0    | 0    | 0               | 0    | 0    |
| ROBBERY                           | 0         | 0    | 0    | 0               | 0    | 0    |
| BURGLARY                          | 0         | 0    | 0    | 0               | 0    | 0    |
| MOTOR VEHICLE THEFT               | 0         | 0    | 0    | 0               | 0    | 0    |
| ARSON                             | 0         | 0    | 0    | 0               | 0    | 0    |
| DOMESTIC VIOLENCE                 | 0         | 0    | 0    | 0               | 0    | 0    |
| DATING VIOLENCE                   | 0         | 0    | 0    | 0               | 0    | 0    |

|                          |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|
| STALKING                 | 0 | 0 | 0 | 0 | 0 | 0 |
| HATE CRIMES <sup>1</sup> | 0 | 0 | 0 | 0 | 0 | 0 |
| WEAPONS<br>ARREST        | 0 | 0 | 0 | 0 | 0 | 0 |
| WEAPONS<br>REFERRAL      | 0 | 0 | 0 | 0 | 0 | 0 |
| DRUG ARREST              | 0 | 0 | 0 | 0 | 0 | 0 |
| DRUG REFERRAL            | 0 | 0 | 0 | 0 | 0 | 0 |
| ALCOHOL<br>ARREST        | 0 | 0 | 0 | 0 | 0 | 0 |
| ALCOHOL<br>REFERRAL      | 0 | 0 | 0 | 0 | 0 | 0 |

<sup>1</sup> Hate crimes include certain crimes that were motivated by bias on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. The crimes committed would include murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. Because no hate crimes were committed in any of these categories during the given time period, we have reported zeroes for this category.

### Campus Security Authorities

Campus Security Authorities are defined by the regulations to include campus police or security department personnel, individuals or organizations identified in institutional security policies, and individuals with security-related responsibilities. CSAs also include officials who have significant responsibility for student and campus activities.

Campus Security Authorities are defined at Knox Technical Center to include the part-time School Resource Officer provided through local law enforcement, as well as Director, Safety Coordinator, and Secretaries/Administrative Assistants.

|   |   |
|---|---|
| Office/Individual Responsible               | <ul style="list-style-type: none"> <li>• <b>Director</b></li> <li>• <b>Administrative Coordinator</b></li> <li>• <b>School Resource Officer, KCCC Campus part-time Main Office</b></li> </ul> <b>308 Martinsburg Road, Mount Vernon, Ohio</b> |
| Location where documentation is kept        | <b>Director's Office</b>  |
| Date policy and procedure were last updated | <b>October 2020</b>   |

Statistics are provided through the annual Web based data collections to the U.S. Department of Education and current statistics are provided through the Annual Security Report posted via school website.

## Controlled Access Doors and Surveillance Cameras

Knox Technical Center strives to ensure the safety and security of all students, staff, and guests to the facilities while maintain a positive and productive learning environment. Exterior doors are locked, and visitors must receive permission to enter by pressing a call button located outside the main doors. The person answering the call can view the visitor through a security camera feed on their phone screen. Visitors state their reason for entrance. Visitors are required to stop at the front desk upon entering to sign in and receive a visitor’s badge.

Video surveillance cameras are placed throughout the buildings and school grounds. 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.

## Telephone Numbers by Agency

### Any Emergency – Call 911

(if using a school telephone, dial “7” first for an outside line)

| Agency   | Emergency Number          |
|--|---------------------------|
| Knox County Sheriff’s Office                                 | 740-393-6800              |
| Mount Vernon City Police                                     | 740-393-9559              |
| Mount Vernon City Fire Department                            | 740-393-9515              |
| AEP Electric   | 1-800-277-2177            |
| Columbia Gas   | 1-800-344-4077            |
| Poison Control Center  | 1-800-222-1222 Nationwide |
| Knox Community Hospital                                      | 740-393-9000              |
| Knox Public Health   | 740-392-2200              |
| Knox County Emergency Management Agency                      | 740-393-6772              |
| Knox County Children Services                                | 740-397-7177              |
| New Directions Domestic Abuse Shelter and Rape Crisis Center | 740-397-4357              |

## Important Contacts for Criminal Acts and Other Emergencies

| Situation               | Call/Notify                           | Action  |
|-------------------------|---------------------------------------|---|
| Blood and Bodily Fluids | Notify Administration<br>740-393-2933 | Secure area. Wash hands.<br>Eye stations are located in all KCCC/KTC buildings. |
| Bomb Threat             | Notify Administration<br>740-393-2933 | If evacuation is ordered,<br>avoid use of cell phones,                          |

|                               |   |  |
|-------------------------------|---|--|
|                               | If Administration is not available, call 911                        | portable radios, pagers, etc. Do not turn off lights.      |
| Child Abuse/Neglect           | Notify Administration<br>740-393-2933                               | Contact Children Services                                  |
| Fire and Explosion            | Call 911 – Evacuate and pull nearest fire alarm on way out/Call 911 | Get to safe area   |
| General Emergencies           | Call 911<br>Notify Administration                                   | Evacuate building and take mitigating measure as necessary |
| Hazardous Materials Emergency | Call 911<br>Notify Administration.                                  | Evacuate students in area                                  |
| Hostage Situation             | Call 911<br>Notify Administration                                   | Evacuate students in area if safe to do so                 |
| Intruder/Unauthorized Visitor | Notify Administration   | Direct/escort subject to office                            |
| Lock-Down Procedures          | Notify Administration   | A.L.I.C.E. protocol  |
| Natural Gas Odor              | Call 911-Evacuate   |  |
| Suicide/Suicide Attempt       | Call 911  | Notify Administration                                      |
| Tornado/Severe Weather        | If you spot a funnel cloud, notify Administration -740-393-2933     | Go to designated safety zones                              |
| Weapon                        | Notify Administration<br>740-393-2933                               | Get to safe area   |

**Timely Warnings Policy**

|   |                                       |
|---|---------------------------------------|
| Office/Individual responsible               | Director or Coordinators as available |
| Location where documentation is kept        | Main Office                           |
| Date policy and procedure were last updated | October 2020                          |

Knox Technical Center works with local law enforcement and receives a report of crimes within the campus and surrounding community that is considered a risk to students and staff of the school. Alerts are required for all incidents that constitute Jeanne Clery Act crimes and are considered a safety issue for the school community. These crimes include murder and non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and hate crimes.

The Annual Security Report lists the crime statistics, for the crimes listed above, for the past three years. In the event that a situation arises, either on or near Knox Technical Center property, that, in the judgment of school administration constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued to the affected area of the institution or the entire institution as appropriate through school notification system.



The warning will be issued through a district-wide communication to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Knox Technical Center office phone at 740-393-2933 ext. 1100 or in person as appropriate. Fires and medical emergencies should be immediately reported to 911.

Methods to inform students and school community:

- Campus Public Announcement System
- Telephone System/Text (School Messenger)
- Campus Email (School Messenger)

Timely warning notices may contain requests for information about the incident that may lead to arrest and conviction of a perpetrator and may contain crime prevention tips. The notices may include:

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

If some of the about information could compromise an ongoing law enforcement investigation, it may not be included in the notice. The timely warning notices may be updated if new or additional information becomes posted and distributed if warranted.

### **Annual Security Report**

Knox Technical Center publishes and distributes an annual security report by October 1 to all enrolled students and all employees. The report is available to all prospective students and employees. The report contains crime statistics and various policy statements. The Annual Security Report is published on the school’s website and uploaded to the U.S. Department of Education dedicated location for this purpose.

### **Emergency Response and Evacuation Procedures**

|   |                                       |
|---|---------------------------------------|
| Office/Individual responsible               | Director or Coordinators as available |
| Location where documentation is kept        | Main Office                           |
| Date policy and procedure were last updated | October 2020                          |

- Knox Technical Center has an emergency response plan.
- The school follows the A.L.I.C.E. protocol.

- Alert – Alert is your first notification of danger. Maintain good situational awareness to overcome normalcy bias and ensure the best response to a critical incident or violent intruder.
  - Lockdown – Barricade the room.
  - Inform – Communicate the violent intruder’s location and direction in real-time. To do this, pass on real-time information using any means necessary. Examples are video surveillance, 911 calls and PA announcements.
  - Counter – Not to be confused with fighting, this step involves creating noise, movement, distance and distraction. Its intent is to reduce the shooter’s ability to shoot accurately.
  - Evacuate – Safe and strategic evacuation techniques get people out of harm’s way. Understand how your current environment impacts your ability to evacuate and discover the safest ways to do so.
- The fire/disaster/lockdown procedures are listed in the Student Handbook.
  - The school has employed a School Resource Officer to assist with campus security and this individual will function as the primary liaison with law enforcement where necessary.
  - The school uses an “all call” system to contact (phone, text, email) staff and students regarding emergency and safety information in compliance with the Clery Act. Current students and staff are updated in the School Messenger system as they enroll/employed.
  - The Director of the Knox Technical Center is responsible for confirming the presence of a significant emergency or dangerous situation, determining the appropriate segment or segments of the campus community to receive a notification, determining the content of the notification, and initiating the notification system. If the Director is unavailable, these responsibilities are delegated to a trained Campus Security Authority.
  - No emergency notification will be sent where, in the professional judgment of responsible authorities, issuing such notification compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
  - The emergency response and evacuation procedures will be tested on at least an annual basis in cooperation with law enforcement and other relevant local authorities.

### **How to be an Active Bystander**

Active bystanders take the initiative to help someone who may be in danger from a predator regarding a sexual assault. They take the initiative to help others who are not clearly thinking of their own safety. This involves early intervention before the crime begins.

Some examples of active bystander intervention:

- Calling the police
- Ask a friend to ensure they are okay
- Making up an excuse to assist the person to get away from the dangerous situation
- Recommend to a bartender that someone has had too much to drink.
- De-escalate the situation in a respectful manner
- Removing a friend from a risky situation

Practice personal safety as an active bystander. Your personal safety is important. Before you act, think about the following:

- How can you keep yourself safe?
- What are all the options?
- Decide how to help.
- Be firm.
- Avoid violence.

Active bystanders assess for safety, be with others, and care for the victim.

## **Crime Communications**

### **How to Report a Criminal Offense**

To maximize safety on campus, it is encouraged that anyone with knowledge of any crime, suspicious activity, or unsafe conditions to make an immediate report to the Mount Vernon police at 740.397.2222 and the main office of Knox Technical Center at 740.393.2933. If there is an emergency, call 911.

## **District Board Policies**

### **Non-discrimination - Policy Statement**

The District is committed to maintaining a healthy and safe educational and working environment that is free from all forms of discrimination, harassment and retaliation. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful discrimination, harassment and/or retaliation.

The Board will vigorously enforce its prohibition against discrimination, harassment and/or retaliation based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, genetic information or any other class protected by law (collectively, “protected classes”). Any violation of this policy is strictly prohibited and will not be tolerated.

For purposes of this policy, “District community” means students, administrators and certified and classified staff, as well as Board members, agents, volunteers, contractors or other persons

subject to the control and supervision of the Board. For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

This policy is designed to comply with applicable State and Federal laws. The District reserves the right to modify or deviate from this policy when, in the sole judgment of the District, circumstances warrant, in order to protect the rights of the involved parties, or to comply with the law.

## 1. Definitions

- A. **Discrimination** — Conduct that is based on a person’s protected class that:
  - i. adversely affects a term or condition of a person’s employment, education or participation in a District activity or
  - ii. is used as a basis for or a motivating factor in decisions affecting the person’s employment, education or participation in a District activity.
- B. **Harassment** — Conduct that is based on a person’s protected class that has the purpose or effect of unreasonably interfering with a person’s employment or educational experience or creates an intimidating, hostile, offensive working, or educational environment.
- C. **Retaliation** — Retaliation against any person(s) who reports an alleged violation of this policy, brings a disciplinary complaint, pursues legal action, participates in an investigation or is a witness in any investigation or proceeding is strictly prohibited and will not be tolerated. The District takes reasonable steps to prevent retaliation and makes a strong, responsive action if retaliation occurs.
- D. **Bullying** — Bullying is defined as any unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational or work environment; cause discomfort or humiliation or unreasonably interfere with the individual’s school or work performance or participation, and may involve
  - i. teasing;
  - ii. threats;

- iii. hazing;
- iv. intimidation;
- v. stalking;
- vi. cyberstalking;
- vii. cyberbullying;
- viii. physical violence;
- ix. theft;
- x. public humiliation and/or
- xi. destruction of property.

Bullying may violate this policy when the bullying is based on one or more protected classes.

The prohibition against harassment, discrimination, and/or retaliation is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

## 2. Reporting and Complaint Procedures

- A. **Complaints** — Any District community member who believes he/she has been subjected to a violation of this policy is encouraged to report the incident to the grievance officer. Reports may be made by the individual or by others on their behalf. If such a report is made to any other District employee, other than the grievance officer, such person is required to report the information to the grievance officer within 24 hours of receiving the information about the alleged incident.

There are no time limits for initiating complaints of violations of this policy. Individuals should, however, make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Complaints of discrimination alleging sexual harassment within the definition and scope of Title IX will be referred to the title IX Coordinator to be handled in

compliance with Board Policy ACAA and Administrative Regulation ACAA-R.

- B. **Confidentiality** — The District will preserve confidentiality to the extent possible and allowed by law. Upon the grievance officer's receipt of a complaint, the reporter may request confidentiality. The District takes such requests seriously; however, such requests may severely limit the District's ability to investigate and take reasonable action in response to the report. In such cases, the grievance officer will evaluate the request for confidentiality in the context of the District's commitment to providing a reasonably safe and non-discriminatory environment.

### 3. **Grievance Officer**

The Board designee(s) who serve as the grievance officer for the District will be listed on the official school website and in student handbooks. He/She is vested with the authority and responsibility for investigating all discrimination complaints in accordance with the procedures set forth in the accompanying regulations and staff and student handbooks.

If any of the named officials are the responding party or the reporting party, the Superintendent (or, if the Superintendent, the Board) designates an alternate investigator and retains final decision-making authority.

### 4. **The Procedure**

This procedure is adopted by the District to ensure a prompt and equitable resolution of discrimination, harassment, and retaliation complaints based on a protected class.

- A. **Intake Meeting with the Complainant** — Upon receipt of notice of any violation, the grievance officer will first schedule an individual intake meeting with the complainant in order to provide to the complainant a general understanding of this process and to identify support or immediate interventions available to the complainant. The intake meeting may also involve a discussion of any interim measures. (See Section 8)
- B. **Formal or Informal Resolution** — At the initial intake meeting with the complainant, the grievance officer will gather basic information about the alleged incident and seek to determine how the complainant wishes to proceed, (e.g., whether the complainant wishes to pursue formal resolution or informal resolution). If the complainant wishes to proceed with either formal or informal resolution, the grievance officer will determine the name of the accused, the nature of the complaint, and will schedule an individual intake meeting with the accused in order to provide to the accused with a general understanding of this

process. If the complainant wishes to proceed with formal resolution, the grievance officer will provide for a prompt and equitable investigation and resolution of complaint.

- C. **Informal Resolution Process** — While there are no set time limits within which an informal complaint must be resolved, the grievance officer/designee will exercise his/her authority to attempt to resolve all informal complaints within 15 school days of receiving the informal complaint.
  - i. Parties who are dissatisfied with the results of the informal resolution process may proceed to file a formal complaint. Parties may request that the informal process be terminated at any time to move to the formal complaint process.
  - ii. The grievance officer reserves the right to insist a complaint be referred to the formal investigation process. All complaints involving violence will be referred to the formal resolution process.
  - iii. The informal resolution process is strictly voluntary and is not a prerequisite to filing a formal complaint.
  
- D. **Formal Resolution Process** — After receipt of a formal complaint, the grievance officer will begin a formal investigation.
  - i. The investigation normally will include:
    - interviewing the complainant;
    - interviewing the respondent;
    - interviewing any other witnesses with relevant, firsthand knowledge of the alleged conduct; and
    - consideration of any relevant documents or other information presented by both parties.
  - ii. Throughout the investigation process, the parties will have equal opportunity to present relevant witnesses and other evidence.
  - iii. At the conclusion of the investigation, the grievance officer/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provide recommendations based on the evidence and the definitions provided in this policy. The grievance officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity

levels of those involved.

- iv. In determining if violation of this policy occurred, a preponderance of evidence standard will be used.
- v. The Superintendent must either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both the complainant and the respondent. If the Superintendent requests additional investigation, the Superintendent must specify the need, and such additional investigation must be completed promptly. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.
- vi. The decision of the Superintendent shall be final.
- vii. The Board reserves the right to investigate and resolve a complaint alleging a violation of this policy regardless of whether the individual alleging the violation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board/designee.

The informal and formal procedures are not intended to interfere with the rights of complainants to pursue any federal or state administrative remedy. Nothing prevents a complainant from simultaneously filing a complaint with the grievance officer and the Ohio Department of Education, Office of Civil Rights and/or law enforcement. The District must also investigate incidents of discrimination, harassment and/or sexual violence for the purpose of determining whether there has been a violation of District policy, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by the District and outside agencies.

- E. **Timeline** — The District is committed to addressing all complaints in a prompt and equitable manner. Complaints must be filed as soon as possible after the alleged incident. Upon receipt of a complaint, the grievance officer will generally conduct its initial intake review and assessment within one to three days, the investigation within 15 school days, and the Superintendent's review within 10 school days of receipt of the recommendation from the grievance officer. These timelines may be extended based upon the complexity, severity and extent of the misconduct or for good cause. The timelines may also be affected by the fall, spring or summer break periods. Periodic updates are provided to the parties as



appropriate during the investigation.

## 5. **Interests of the Accused**

It must be recognized that the accused person in an investigation has legal and other rights, and that complaints in which each of the parties are members of the District are the most ethically and legally complex. Throughout the investigation process the parties will have equal opportunities to present relevant witnesses and other evidence. A presumption of culpability should not be made as the result of any allegations. To the extent permitted by law, both parties will be provided written notice of the outcome.

## 6. **Retaliation**

Any retaliatory action or conduct taken by any person against a person who has sought relief under this policy is strictly prohibited and will be regarded as a violation of this policy. This prohibition of retaliation similarly extends to anyone who has testified, assisted, participated or cooperated in any manner in an investigation, proceeding or hearing related to a complaint under this policy.

## 7. **Disciplinary Sanctions**

- A. **Students** — Sanctions against a student who has violated this policy include discipline, counseling, training, suspension, dismissal, expulsion after a Board hearing, educational intervention and restrictions from participating in extracurricular activities, and varies depending on the severity of the violation and the accused's behavioral history.
- B. **Employees** — Sanctions against a District employee who has violated this policy include discipline up to and including termination, and varies depending on the severity of the violation and the specific nature of the accused's conduct.

## 8. **Resources and Support Services**

The District provides a number of support services, upon request, to students/employees who have been the subject of any alleged violation of this policy. Students may request support services, such as changing academic schedules, taking into consideration one's work schedule, and transportation issues, from the grievance officer. The decision whether and what support measures to provide is at the discretion of the grievance officer. No investigation need occur before this option is available. The grievance officer will exercise discretion and sensitivity about sharing the identity of the subject when arranging for support services. The subject of the alleged violation can request these services at any time, even if the student/employee initially declined the service.

- A. Supportive measures to protect the reporting and/or responding parties may include, but are not limited to:
- i. modification of class assignments so that the parties do not share the same classes (available to employees and students);
  - ii. providing academic support services including tutoring;
  - iii. changing the work situation, if authorized under the CBA;
  - iv. adjusting transportation/parking options;
  - v. prohibiting any contact between the parties;
  - vi. assisting the student/employee in contacting a support person such as a friend or parent if desired and/or
  - vii. assisting in identifying counseling, advocacy and other support services.

To access support services, contact the grievance officer. The grievance officer is available during regular business hours throughout the year to meet with students/employees who need information or guidance about violations of this policy.

- B. **District Responsibilities** — The District will take steps to prevent the recurrence of discrimination, harassment and retaliation based on protected classes and will remedy the discriminatory effects on the complainant and others, where appropriate. In compliance with applicable law, allegations of criminal misconduct are reported to law enforcement and/or Child Protective Services.
- C. **Prevention and Programming** — In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent/designee shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

*Taken from: KCCC Policy Manual*

*Section: Section A: Foundations and Basic Commitments*

*Title: Nondiscrimination*

*Code: AC-R*

*Status: Active*

*Adopted: February 18, 2016*

*Last Revised: October 2020*

## **Nondiscrimination on the Basis of Sex/Sexual Harassment**

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

All persons associated with the District, including, but not limited to, the Board, administration, staff, students, and third parties are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and sexual harassment. Sex discrimination and sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Sexual harassment is strictly prohibited by this policy.

The District takes measures to eliminate harassment, prevent its recurrence and remedy its effects, and will implement interim measures as deemed necessary.

**Definition of Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment or status in a class, educational program or activity;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with an individual’s work or educational performance by creating an intimidating, hostile or abusive environment, or by interfering with one’s ability to participate in or benefit from a class or educational program or activity.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will, or where a person is incapable of giving consent. Examples of sexual

violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual harassment includes gender-based harassment, which refers to unwelcome conduct based on an individual's actual or perceived sex, (including harassment based on gender identity and nonconformity with sex stereotypes), and not necessarily involving conduct of a sexual nature.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; grooming; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

All of these types of harassment are considered forms of sex discrimination prohibited by Title IX.

The Board has developed informal and formal discrimination and harassment complaint procedures. The procedures provide for a prompt and equitable investigation and resolution of complaints of sex discrimination, including sexual misconduct. The Board also has identified disciplinary measures that may be imposed upon the offender. Nothing in this policy or procedure prevents an individual from pursuing action through State and/or Federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Director  
Address: 306 Martinsburg Road  
Phone number: 740.397.5820  
Email: jlavin@knoxcc.org

The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in Title IX compliance and procedures.

### **Confidentiality/Retaliation**

Sexual harassment matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible, consistent with the Board's legal

obligations to investigate. Although discipline may be imposed against the responding party upon a finding of guilt, the District prohibits retaliation for an individual's participation in, and/or initiation of a sex discrimination/sexual harassment complaint investigation, including instances where the complaint is not substantiated. The District takes reasonable steps to prevent retaliation and takes strong responsive action if retaliation occurs.

CROSS REFS.:   Staff Handbooks  
                  Student Handbooks

#### Legal

Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, Title VII; 42 USC 2000e et seq.

Education Amendments of 1972, Title IX; 20 USC 1681 et seq.

Executive Order 11246, 1965, amended by Executive Order 11375

Equal Pay Act; 29 USC 206

Ohio Constitution Art. I, Section 2

ORC Chapter 4112

#### Cross References

AC - Nondiscrimination

ACB - Nondiscrimination on the Basis of Disability

GBA - Equal Opportunity Employment

GBD (Also BG) - Board-Staff Communications

GBH (Also JM) - Staff-Student Relations

JB - Equal Educational Opportunities

JFC - Student Conduct (Zero Tolerance)

JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JHG - Reporting Child Abuse and Mandatory Training

Book: Policy Manual

Section: Section A: Foundations and Basic Commitments

Title: Nondiscrimination on the Basis of Sex/Sexual Harassment

Code: ACA

Status: Active

Adopted: June 19, 2014

Last Revised: January 11, 2018

Prior Revised Dates: 2/18/2016

## The Clery Act

The Clery Act was named after Jeanne Clery, who was raped and murdered in her dorm room by a fellow student on April 5, 1986. Her parents championed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) in her memory. This Act is a federal law that requires colleges to report crimes that occur “on campus” and school safety policies. This information is available each year in an Annual Security Report (ASR), which can be found on the school’s website. The Clery Act also requires schools to send timely warnings to the school community when there are known risks to public safety on campus.

*From: <https://www.knowyourix.org/college-resources/clery-act/>*

## Definitions

**Sexual Assault** as defined in 20 USC 1092(f)(6)(A)(v): A forcible or non-forcible sex offense as defined by the Uniform Crime Reporting system used by the Federal Bureau of Investigation pursuant to 20 U.S.C. 1092(f)(6)(A)(v), including rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape. These definitions prohibit the following behaviors:

- 1) Vaginal, anal, or oral sexual intercourse with a person without their consent;
- 2) Touching the private body parts of another person for the purpose of sexual gratification without their Consent;
- 3) Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, Revised Code Section 3101.01(A) provides that individuals nearer of kin than second cousins may not marry;
- 4) Sexual intercourse with a person who is under the statutory age of consent. In Ohio, Revised Code Section 2907.02(A)(1)(b) provides that no person may have sex with a child under the age of thirteen. Ohio Revised Code Section 2907.04(A) provides that no person over the age of eighteen may have sex with a child under the age of sixteen.

Consent requires a freely and affirmatively communicated willingness to participate in sexual activity, whether by words or actions, creating a mutually understood permission to engage in the sexual activity. Silence or an absence of resistance does not itself indicate consent. A person cannot infer consent because of the existence of a past sexual or dating relationship. Consent can be withdrawn at any time, and consent to one form of sexual activity does not automatically imply consent to other forms of sexual activity. A person cannot obtain consent from someone who is incapacitated.

**Dating Violence** (34 USC 12291(a)(10): An act of violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. The existence of such a romantic or intimate relationship is determined by the length of the relationship, the type of relationship, and the frequency of interactions between the individuals involved in the relationship.

Acts of violence may include, but are not limited to:

- Recklessly causing bodily injury;
- Attempts to cause bodily injury; and
- Causing fear of immediate, physical harm through threat of force.

**Domestic Violence** – Ohio Revised Code Section 3113.31 prohibits domestic violence. That law defines domestic violence to include various acts against a family or household member. The prohibited acts include attempting to cause or recklessly causing bodily injury, placing another person by the threat of force in fear of imminent serious physical harm, menacing by stalking, aggravated trespass, committing any act with respect to a child that would result in the child being an abused child, or committing a sexually oriented offense.

“Family or household member” as defined by Section 3113.31 means the natural parent of any child of whom the respondent is the other natural parent or is the putative other natural parent, as well as any of the following is residing with or has resided with the respondent: a spouse, a person living as a spouse (common law spouse), former spouse, parent, foster parent, child of the respondent, another person related by consanguinity or affinity to the respondent, a parent or child of a spouse/common law spouse/ former spouse, or another person related by consanguinity or affinity to a spouse/common law spouse/former spouse.

**Stalking** (34 USC 12291(a)(30): Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

### **Compliance With The Clery Act**

Under the Clery Act, schools are required to:

1. Record Campus Crime Statistics

All reported campus crimes are recorded in a Daily Crime Log and an Annual Security Report, whose location may be found on the school’s website. Daily Crime Logs must be updated within 2 days of a report (unless it would jeopardize an ongoing police investigation). The Daily Crime Log for Knox Technical Center is available in the Director’s office.

An Annual Security Report<sup>2</sup> is released each October and contains the last 3 years worth of reported crimes occurring on campus. Several crimes must be listed, which include:

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<sup>2</sup> Due to the global COVID-19 pandemic, the U.S. Department of Education provided an extension for the release of the 2019 Annual Security Report to December 31, 2020.

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- Touching the private body parts of another person for the purpose of sexual gratification without their Consent;
- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, Revised Code Section 3101.01(A) provides that individuals nearer of kin than second cousins may not marry;
- Sexual intercourse with a person who is under the statutory age of consent. In Ohio, Revised Code Section 2907.02(A)(1)(b) provides that no person may have sex with a child under the age of thirteen. Ohio Revised Code Section 2907.04(A) provides that no person over the age of eighteen may have sex with a child under the age of sixteen.

Consent requires a freely and affirmatively communicated willingness to participate in sexual activity, whether by words or actions, creating a mutually understood permission to engage in the sexual activity. Silence or an absence of resistance does not itself indicate consent. A person cannot infer consent because of the existence of a past sexual or dating relationship. Consent can be withdrawn at any time, and consent to one form of sexual activity does not automatically imply consent to other forms of sexual activity. A person cannot obtain consent from someone who is incapacitated.

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child that would result in the child being an abused child, or committing a sexually oriented offense.

“Family or household member” as defined by Section 3113.31 means the natural parent of any child of whom the respondent is the other natural parent or is the putative other natural parent, as well as any of the following is residing with or has resided with the respondent: a spouse, a person living as a spouse (common law spouse), former spouse, parent, foster parent, child of the respondent, another person related by consanguinity or affinity to the respondent, a parent or child of a spouse/common law spouse/ former spouse, or another person related by consanguinity or affinity to a spouse/common law spouse/former spouse.

**Stalking (34 USC 12291(a)(30):** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

The Clery Act does not require a college or university that receives a report of a campus crime to initiate an investigation, nor does it permit a university to release identifying information about a victim. Clery Act crime reports include only the date of the report, the date of the crime, and the general location.

## 2. Issue Timely Warnings When a Crime Has Been Committed

Any time a crime has or is occurring that poses a serious or ongoing threat to the rest of the campus, the college must provide timely warnings in a way that is likely to reach every member of the campus community. This requires schools to assess the risk to public safety after an incident of sexual assault, stalking, or domestic or dating violence is reported. Often times, a stranger perpetrated sexual assault will trigger a timely warning. A school’s decision not to issue a timely warning is reviewable under the Clery Act by the U.S. Department of Education.

## **SAFETY/SECURITY PROCEDURES**

Safety/Security procedures are communicated to members of the school community through several on-going efforts. The following list specifies the details:

1. The Annual Security Report – provided to employees, students, prospective students
2. The Student Handbook-students
3. Security cameras are installed throughout the district.
4. Controlled access doors are installed at all buildings within the district.
5. Public School Works – safety training required for all employees

## **Board Policies Regarding Safety and Security**

### **Alcohol Use By Students/Student Drug Abuse (JFCH/JFCI)**

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

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

The Board wishes to emphasize the following requirements.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building director with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent/designee establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These

procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

### **Drugs, Alcohol and Tobacco Education (IGAG)**

The Board views with concern the serious implications of drug, alcohol and tobacco use by students. In keeping with its primary responsibility, the education of youth, the Board charges the staff to continue to investigate the causes of student involvement with drugs and alcohol and to develop suitable preventive measures whenever feasible.

The Board and the staff continue to seek ways to educate students about the dangers of the misuse and abuse of drugs, alcohol and tobacco. Instructional units include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially in young people.

### **Student Safety (JHF)**

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. Safety instruction in the District includes:

1. establishing appropriate safety rules;
2. learning how to practice safety and prevent accidents;
3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles and providing age-appropriate instruction in dating violence prevention.

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;

2. shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and shall immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent/designee is authorized and directed to develop appropriate means for the implementation of this policy.

### **Buildings and Grounds Security (ECA-R)**

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems.

#### **Cameras**

1. Cameras are not positioned in areas where individuals have a reasonable expectation of privacy.
2. The administration provides prior written notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on District property.
3. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
4. Surveillance cameras are used to promote the order, safety and security of students, staff and property.

### **Weapons in the Schools (JFCJ)**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

### **Additional Resources**

**DOMESTIC VIOLENCE:** Domestic Abuse Shelter and Rape Crisis Center:  
<https://newdirectionsshelter.org/>

**VICTIMS OF VIOLENT CRIMES:**

<https://victimsofcrime.org/>

<http://www.ovc.gov/>

<https://www.ohioabar.org>

<http://www.trynova.org/>

**DATING VIOLENCE:**

<http://www.breakthecycle.org/>

<http://www.datingabusestopshere.com/here-4-help/>