West Virginia Junior College complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Clery Act requires colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near campus.

WVJC also complies with the Violence against Women Act of 2013 (VAWA). VAWA amends the Clery Act and was designed by advocates along with victims/survivors and championed by a bipartisan coalition in congress as a companion to Title IX that will bolster the response to and prevention of sexual violence in higher education. VAWA established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus SaVE (Sexual Violence Elimination Act) Act amended the Clery Act to mandate extensive “primary prevention and awareness programs” regarding sexual misconduct and related offenses.

Title IX of the Education Amendments of 1992 (Title IX) and implementing regulations (34 CFR Part 106) state that “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.”

This Campus Safety and Security Report outlines the institution’s policies and procedures regarding the Clery Act, the VAWA, and Title IX.

The institution encourages all students and employees to read the material carefully. Your rights and responsibilities to campus safety and consequences and possible sanctions for violating campus safety policies are described in the sections below.
1.0 **West Virginia Junior College’s Commitment to Safety and Crime Prevention**

West Virginia Junior College has developed programs to bolster safety and overall well-being for the entire campus community including all students, instructional staff, and employees. We all play an active part in improving the quality of campus life by taking personal responsibility for our own conduct as well as looking out for our fellow students and employees by reporting any possible safety violations.

As important members of the campus community, we are required to follow the laws of the United States and the State of West Virginia and to abide by the policies and procedures set forth by the institution. Any violations may result in disciplinary action.

The institution follows federal laws and annually publishes and distributes reportable crimes statistics (as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)) for the three most recent calendar years. These statistics can be found in Section 5 of this report.

1.1 **Safety and Security Team Members**

The institution has a Title IX Coordinator on campus that is charged coordinating the institution’s compliance with Title IX, including the institution’s grievance procedures for resolving Title IX complaints and monitoring the institution’s compliance guidelines that promote a non-discriminatory environment. The Title IX Coordinator is trained to respond to and investigate any allegations of sexual misconduct and identify any patterns or systemic problems revealed by any Title IX reports and complaints. The institution will investigate all allegations in a fair and impartial manner to both the accuser and accused.

The Title IX Coordinator at this institution is the Academic Dean and can be reached at:

West Virginia Junior College  
Attn: Leanne Cardoso, Academic Dean  
148 Willey Street  
Morgantown, WV 26505  
304-296-8282  
lcardoso@wvjc.edu
If the Title IX Coordinator is not immediately available, the Campus President and other administrative personnel all serve as campus security authorities. They will then report any allegation to the Title IX Coordinator.

### 1.2 Memorandum of Understanding with Local Law Enforcement

West Virginia Junior College does not have a Memorandum of Understanding (MOU) with the local law enforcement agency or other security personnel. No one at the institution has the authority to make arrests. Each year, the institution requests crime statistics from the local law enforcement agency. Any crimes reported will be included in the annual crime statistics disclosures. Also each year, the institution invites local law enforcement to the campus to make a presentation on campus crime awareness and prevention.

Allegations of crimes occurring on campus or immediately adjacent to campus should be first reported to local law enforcement by dialing 911. The allegations should also be reported to the Title IX Coordinator for compilation and inclusion in the annual report of crime statistics or to determine if there is a need to provide a timely warning.

### 1.3 Review of Safety Programs

The institution will periodically review all campus safety and security programs to ensure continuing compliance with Clery Act, VAWA, and Title IX regulations. Any recommendations and improvements will be incorporated into this report and distributed to the entire campus community. WVJC provides educational programs that review campus safety and security programs on a regular basis.

### 2.0 REPORTING CRIMINAL ACTIVITY

Should a crime occur on campus, the person knowledgeable about the crime is encouraged to accurately and promptly report the activity to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. Local law enforcement can be reached by dialing 911. Further, it is the policy of the institution to assist any crime victims in reporting such incidents to the authorities and to assist in the receipt of first aid if needed.

If sexual misconduct allegations are reported to local law enforcement, the institution will also conduct its own investigation and outcomes and any outcomes and possible sanctions will be based on that investigation. The Title IX Coordinator will work with local law enforcement to the extent possible to ensure that all complaints have been resolved promptly and appropriately. If you are the victim of any sexual misconduct or
if you have witnessed any misconduct of a sexual nature, report to the Title IX Coordinator. If the Title IX Coordinator is not immediately available, you may report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. They will then report the allegation to the Title IX Coordinator.

The institution has no law enforcement agency or security personnel. If a crime occurs on campus or on property immediately adjacent to campus, all criminal investigations will be conducted by state or local law enforcement, although the institution will continue to investigate complaints to ensure that complaints are resolved promptly and appropriately. The institution requests crime statistics annually from local law enforcement and publishes crime statistics each year to ensure that it is knowledgeable about all of the criminal offenses and arrests that may have occurred on-campus or on public property surrounding the campus. See section 5 for more information.

2.1 Anonymous and Confidential Reporting

If you are the victim of a crime or witnessed a crime, you may consider making a confidential report without revealing your identity. If you wish to maintain confidentiality or request that no investigation into a particular incident be conducted or disciplinary action be taken, the institution will weigh that request against the institution’s obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the Title IX Coordinator determines that confidentiality could jeopardize the institution’s ability to provide a safe, non-discriminatory environment for all the confidentiality request may not be honored.

If the institution does honor the request for confidentiality, a victim must understand that the institution’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

The institution does not have pastoral and or professional counselors and therefore, does not have policies related to pastoral or professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The state of West Virginia publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link below to access this
directory. The institution will assist an individual with identifying a counseling service in
the area that best suits the individual’s needs.

West Virginia Victim Service Directory 2014.pdf

2.2 Institutional Responsibilities in Reporting Crimes and Crime Statistics

If a crime is reported to the institution and that crime meets the definition of a crime
that is to be reported to the Department of Education under the Clery Act, the
institution will include it in its published crime report. The institution will also contact
local law enforcement each year to determine if any crimes not reported directly to the
institute should be included with the published crime report. See section 5 for more
information about the Clery Act and crime statistics reporting.

3.0 SAFETY AWARENESS AND CRIME PREVENTION

West Virginia Junior College is committed to providing a safe and secure environment for the
total campus community. The campus community will receive notifications, educational
programs, and prevention measures annually.

3.1 Distribution of Annual Security Report and Statistics

Students, instructional staff, and employees receive copies of the Annual Security
Report. Annually prior to July 1, The Financial Aid Director sends current students and
current employees an email notifying of the availability of the annual Campus Safety
and Security Report. The Annual Campus Safety and Security Report is published on the
institution’s website at http://www.wvjc.edu. Click on the Consumer Information link.
The report can be found in the Campus Safety Section. The notification email explains
where the report is found (and a direct link is included) and gives a summary of the
information included in the report.

New and prospective students and new employees also receive a notice of disclosure
that gives a summary of all informational disclosures about the institution including
campus safety and security. WVJC publishes most of this information on the school’s
website at www.wvjc.edu under the consumer information link. Other consumer
information can be found in the school catalog and through direct distribution to each
individual.

Individuals also have the right to receive this information in paper copy. Contact the
Financial Aid Office to receive paper copies of any consumer information including the
annual campus safety and security report.
3.2 Prevention Measures

Keeping the campus community safe is everyone’s responsibility. Part of crime prevention is being alert and aware of your surroundings. Here are some ways you can keep yourself and your campus safe:

- Lock your car and always take your keys with you.
- At night, travel with a friend whenever possible and stay in well-lighted areas. Don’t walk near shrubbery or other places of potential concealment.
- Plan the safest route to your destination.
- Share your class schedule with your friends and family and let them know where you are going and when you are expected to return.
- If you are being followed, change direction and go to the nearest business or home; knock on the door and request someone call the police. Note the description of the person following you.
- Don’t overload yourself with bags and avoid wearing shoes that restrict your movements.
- Don’t leave valuables visible in your car and leave highly valuable items at home.
- Keep your purse and or backpack close to your body.
- Never bring any kind of weapon to campus.
- Service your vehicle regularly to avoid breakdowns and always have at least \( \frac{1}{4} \) tank of gas.

3.3 Campus Security and Access

The building facilities will be unlocked up to 30 to 60 minutes prior to the beginning of the first scheduled class and shall remain unlocked up to 30 to 60 minutes after the last scheduled class. It should be noted that the last scheduled class generally ends sometime between 9:00 p.m. and 10:00 p.m. in the evening. Only students, staff, faculty, and their guests will be allowed on the premises during these hours. No loitering will be tolerated. The institution does not have campus residences or any non-campus locations of student organizations.

3.4 Education Programs

The institution will provide on an annual basis a program of campus security, crime prevention, and drug and alcohol abuse prevention. This program includes a portion specific to the prevention of rape and other sex offenses, which will include discussion of the prevention of dating violence, domestic violence, sexual assault, and stalking. The institution will attempt to get a local law enforcement officer or another expert on crime
prevention to assist in this presentation. This program is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. The institution does not maintain any off campus student organizations or facilities.

Additionally, new students and employees will receive education at orientation that complies with Title IX and the Violence against Women’s Act. The institution will either utilize in person training, written materials, or electronic depending upon the method that best suits the training environment. For more specific information on these education programs, see Section 7 of this report.

4.0 **EMERGENCY NOTIFICATIONS**

West Virginia Junior College maintains emergency policies and procedures and systems to protect the campus community. An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the campus community that significantly disrupts the normal course of business. Depending upon the nature of the emergency, the institution will utilize the most appropriate procedure to assess the threat and notify the appropriate segment of the campus community. The content of the notification will depend upon the nature of the emergency. On an annual basis, the institution will test its emergency response and evacuation procedures and make any adjustments if necessary.

4.1 **Timely Warnings Policy and Procedure**

In the event that a situation arises, either on campus or on property immediately adjacent to campus that in the judgment of the Campus President constitutes serious or continuing threat, which is either reported to campus security authorities or local police agencies, a campus wide “timely warning” will be issued. This warning will be issued through the college e-mail system to all enrolled students, faculty, and staff; through news media such as television and radio announcements; and other means suitable for the situation as soon as the pertinent information is available to assess the situation.

An emergency response will be issued if there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus.

If you should have knowledge of any emergency or threat to the safety of any individual on campus, you should report the activity to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. Local law enforcement can be reached by dialing 911.
The Campus President and the Title IX Coordinator will assess the emergency or dangerous situation and determine the appropriate segment(s) of the campus community to be notified; determine the content of the notification; and initiate the appropriate notification system unless the issuing of the notification would compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

When a determination is made that a timely warning should be issued, the Campus President will take one or more appropriate steps to ensure timely notification of the campus community.

**Options for notification include, but are not necessarily limited to:**

- Campus-wide e-mails,
- Physical postings on doors and bulletin boards
- News Media such as television and radio
- Postings on the institution website at www.wvjc.edu

**The warnings will include some or all of the following information:**

- Date, time and location of the reported crime,
- Summary of the incident,
- Description of the suspect and/or vehicle, if available,
- Any other special instructions or incident specific safety tips.

### 4.2 Emergency Planning and Procedures Guide

WVJC has developed and adopted an Emergency Planning and Procedures Guide. This guide can be found as Appendix A of this Annual Campus Security and Safety Report.
5.0 DISCLOSURE OF CRIME STATISTICS

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs. The Clery Act is enforced by the United States Department of Education. The institution’s Compliance Officer annually discloses campus crimes, arrests, and referral statistics as outlined in the Clery Act for the past three calendar years. The report is prepared by contacting local law enforcement agencies for a request of statistics related to crimes that have occurred on campus or on public property immediately adjacent to campus. Any crimes reported to campus officials are also included in the report.

5.1 List of Crimes Included in the Institution’s Crime Statistics

The Clery Act requires reporting of crimes in categories, some with significant subcategories and conditions. The Department of Education’s Campus Crime Handbook.pdf provides a detailed explanation of each of the crimes required to be reported.

5.2 Campus Locations

West Virginia Junior College reports crimes that occur: (1) on campus, and (2) on public property within or immediately adjacent to the campus. Under the Clery Act, public property encompasses the following: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

5.3 Campus Crime Statistics

Below are the most recent crime statistics published by the institution and reported to the Department of Education. The three most recent calendar years are included.
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<thead>
<tr>
<th>CRIME</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
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6.0 WEAPON POSSESSION

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on West Virginia Junior College owned or controlled property. The only exception is for authorized law-enforcement officers or other persons specifically authorized by the School. Failure to comply with the WVJC weapons policy will result in disciplinary action against violators.

7.0 SEXUAL VIOLENCE POLICY AND PREVENTION

A sex offense is any sexual act directed against another person, forcibly and or against that person’s will; or non-forcibly or against the person’s will where the victim is incapable of giving consent. West Virginia Junior College will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual misconduct or activity. These acts degrade the victims, our community and society in general.

Refer to the following resource provided by the United States government (https://www.notalone.gov/) for information.

If you are the victim of sexual assault or rape, take these actions:

- Get to a safe place as soon as possible.

- Seek help immediately. Contact the police and get medical attention. Don’t feel guilty or to blame. It is a crime and should be reported.

- Try to preserve all physical evidence. Do not shower, wash or change clothing. Valuable evidence could be destroyed. If you think you’ve been assaulted while under the influence of an unknown drug, don’t try to urinate before providing a urine sample and if possible, collect any glasses you drank from.

- If you so desire, the school will assist you in notifying authorities.

-Contact a close friend who can be with you for support.

- Consider talking to a counselor. The state of West Virginia publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link to access this directory. West Virginia Victim Service Directory 2014.pdf
7.1 Definitions

Domestic Violence: Domestic violence is a felony or misdemeanor 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 from the person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurs.

Dating Violence: Dating violence is 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 and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse not does not include acts covered under the definition of domestic violence.

Sexual Assault: Sexual assault involves an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

Stalking: Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

Sexual Harassment: Sexual harassment is defined as the unwelcome conduct of a sexual nature. It include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

Consent for Sexual Activity: Sexual activity requires consent, which is defined as voluntary positive agreement between the participants to engage in specific sexual activity.

7.2 Victims Rights

If you report that you have been the victim of an incident of sexual violence, either on or off-campus, you have the following rights:

- Possible Sanctions or protective measures may result from an institutional disciplinary proceeding (see below for Disciplinary Proceedings for additional information).
- Follows these procedures in the event of an incident of sexual violence:
1. Preserve evidence to the fullest extent possible for proof in criminal proceedings.
2. Report the offence to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911.
3. Additionally, campus officials will assist in contacting local police authorities immediately, if the victim so chooses.
4. You have the right to decline to report to law enforcement.
5. You have the right to file a “No Contact” or restraining order. A restraining order or protective order is a legal order issued by a state court which requires one person to stop harming another.
6. The institution does not have counseling, mental health or other student services for victims of sex offenses, however to the greatest extent possible appropriate counselors should be contacted to assist in the receipt of first aid as needed and to assist the victim with his/her emotional concerns. The following is a link to counseling services in the State of West Virginia: West Virginia Victim Service Directory 2014.pdf

- The institution will make appropriate adjustments to your academic situation regardless of whether or not a formal report is made.
- Your confidentiality will be protected. Any institutional record keeping of the incident will exclude any personally-identifiable information. The institution cannot guarantee confidentiality on the part of any law enforcement investigation if the victim chooses to report the allegations.

7.3 Disciplinary Proceedings:

West Virginia Junior College prohibits sexual violence against any member of the campus community. The results of sexual violence against a member of the community could lead to expulsion or employment termination.

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the institution.

- The standard of evidence under current Title IX guidelines is “preponderance of the evidence” or more likely than not.
- The institution will provide a prompt, fair and impartial investigation and resolution.
- The proceedings will be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability.
- Both the accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing of:
  1. The outcome of any institutional disciplinary proceeding;
2. The procedures for the accused and the victim to appeal the results of the proceeding;
3. Any change to the results; and
4. When such results become final.

- A student found guilty of violating the institution’s sex offense policy will be expelled from school and could be criminally prosecuted. Both accused and accuser may provide witnesses to the Campus President prior to this decision. The accused and the accuser will both receive the Campus President’s decision, which is final.

- Upon written request, the institution will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

7.4 Education Programs

The institution has in place educational programs to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which includes prevention and awareness for incoming students and new employees, as well as ongoing prevention and awareness for students and employees. These programs include but are not limited to audio visual presentations, power point presentations, written material, bulletin boards, and guest presentations from law enforcement or other experts on the subject.

This education program includes education on topics including but not limited to:

Bystander Education (A bystander has the power to change a situation when the step up and take action)

Risk Reduction (Recognizing the factors involved with sexual violence will help eliminate risk)

Sexual Violence (including Hate Crimes)

Bullying (including Cyber Bullying)

Hazing
8.0 SEX OFFENDER REGISTRY

In accordance with the Campus Sex Crimes Prevention Act (CSCAMPUS PRESIDENTA) of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution is providing a link to the West Virginia State Police Sex Offender Registry where information about registered sex offenders can be obtained. This act requires institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution in that State at which the person is employed, carries a vocation, or is a student. Follow the link to access West Virginia’s State Police Sex Offender’s Registry: http://www.wvstatepolice.com/sexoff/.

9.0 TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student’s ability to participate or benefit from the recipient’s education programs and activities (i.e. creates a hostile environment).

9.1 West Virginia Junior College Notice of Non-Discrimination

West Virginia Junior College does not discriminate on the basis of sex in its education programs and activities. Inquiries concerning the application of Title IX may be referred to the institution’s Title IX Coordinator at 148 Willey Street, WV 26505 or by calling 304-296-8282.

9.2 Rights and Responsibilities

Sexual harassment, including sexual assault is prohibited by federal and state law and by institutional policy. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is so severe, persistent or pervasive that it interferes with the ability to participate in or benefit from educational programs, activities or employment.

Students and employees have a right to participate in all institutional activities in an environment free from sexual harassment. Students and employees have a responsibility to refrain from engaging in sexual behaviors that are unwelcome or offensive to others.

West Virginia Junior College prohibits sexual harassment or any other sexual misconduct against any member of the campus community. The results of sexual harassment or misconduct against a member of the community could lead to expulsion or employment termination.
9.3 Title IX Coordinator

If you are the victim of any sexual harassment or misconduct or if you have witnessed any misconduct of a sexual nature, report to the Title IX Coordinator. If the Coordinator is not immediately available, you may report the incident to the Campus President or other administrative personnel. They will then report the allegation to the Title IX Coordinator. The Title IX Coordinator at this institution is the Academic Dean and can be reached at:

West Virginia Junior College  
Attn: Leanne Cardoso, Academic Dean  
148 Willey Street  
Morgantown, WV 26505  
304-296-8282  
lcardoso@wvjc.edu

9.4 Grievance Procedures

West Virginia Junior College provides this grievance procedure to ensure students and employees are treated fairly and receive prompt responses to complaints of sex discrimination. The Title IX Coordinator is available to assist with this procedure which can be used freely and without fear of retaliation.

INFORMAL RESOLUTION

The institution encourages informal resolution of complaints when appropriate. A student should feel free to discuss the complaint directly with the Title IX Coordinator. This informal resolution may involve interviews with the accused, the accuser, and or witnesses. The accuser may file a formal complaint at any time during the informal resolution period.

This informal resolution should take place within 10 business days of the alleged discrimination whenever possible.

FORMAL RESOLUTION

If informal resolution is not possible or appropriate, submit a written complaint to the Title IX Coordinator. The complaint should include the name and telephone number of the individual making the report. It should include a detailed description of the conduct that the individual is reporting to be discriminatory; the name of the person against whom the complaint is made; and the names of any witnesses (if any). The reporting party should make every effort to submit the written complaint within 15 business days of the alleged conduct.

INTERIM MEASURES

The institution will make reasonable accommodations (i.e. schedule changes and or chaperones) for both the accused and accuser during the investigation period so each party can continue with his and or her academic studies free of discrimination.
INVESTIGATION

The Title IX Coordinator will investigate the complaint and complete that investigation within 30 days whenever possible. Depending upon the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual, and or witnesses. Both the accused and accuser have the right to bear witness to the Title IX Coordinator. If the allegations have also been reported to the local law enforcement agency, the Title IX Coordinator will make every attempt to gather information from the agency to aid in the institutional investigation but will not wait for any law enforcement investigation before conducting his own. The Title IX Coordinator will use different standards of investigations than that of law enforcement. In fact, the Title IX Coordinator may determine discrimination existed even if the police do not have sufficient evidence of a criminal violation. This is because the Title IX Coordinator applies a preponderance of evidence standard (more likely than not) involving allegations of discrimination.

INVESTIGATION OUTCOME

The Title IX Coordinator will submit his/her investigation findings to the Campus President. The Campus President will determine if any institutional policy was violated and assess sanctions against the accused when the investigation concludes this to be necessary. These sanctions could include suspension up to expulsion from school or termination of employment when the accused is a faculty or staff member. This conclusion will be presented to both the accused and accuser in writing within 10 business days from the conclusion of the investigation.

APPEAL

Both the accused and accuser have the right to appeal the Campus Director’s decision. The Appeal must be in writing and submitted to the Campus Director within 10 business days of receipt of the written outcome. The appeal should include as much detail as possible so the Campus Director can weigh a decision.

FINAL DECISION

The Campus Director will review the appeal and make a final decision within 10 business days of receipt of the appeal. This decision will be final and may not be appealed again.

ABANDONMENT OF COMPLAINT

The following may constitute abandonment of a complaint: 1) Failing to respond or take an action within the specified time limit; 2) Failing to appear for a scheduled meeting during an investigation or failure to provide any requested documentation to aid in the investigation; and 3) Otherwise failing to advance the complaint in a timely manner.

No further appeal will be allowed if the complaint if found to be abandoned by any of the reasons above.
10.0 DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

It is the policy of this institution to maintain a drug alcohol free environment for work and for study. It is also the policy of this institution to provide a program of information to its students and employees in an effort to educate them regarding the detrimental effects of abusing alcohol or using drugs.

10.1 PROGRAM REQUIREMENTS

All staff, faculty, and students directly receive material about the college’s drug prevention program. This material includes:

1. Institution’s Statement of Drug Free Workplace and Institution of Higher Education
   This establishes the institution’s policy of maintaining a drug free environment as well as penalties imposed for violations. It also contains results of the institution’s biennial review and the Student Drug Violation Penalty Notice.

2. A description of health and other risks associated with the abuse of alcohol or the use of drugs shall be distributed with the statement in #1 above.

3. A listing of rehabilitation, treatment, and counseling programs in the community shall also be distributed with the statement in #1 above.

4. A description of Federal, State, and Local offenses and penalties for the unlawful possession or distribution of illicit drugs and alcohol will also be distributed with the statement in #1 above.

5. Federal Trafficking Penalties of Illicit Drugs will also be distributed with the statement in #1 above.

6. Tips for Preventing Substance Abuse (example 22-6) will also be distributed with the statement in #1 above.

10.2 DISTRIBUTION OF MATERIAL AND ANNUAL NOTICE

All material listed above is directly distributed to new and prospective students. Current students receive the material annually prior to July 1. New Employees receive the material upon hire and current employees receive the material annually prior to July 1.

10.3 BIENNIAL REVIEW

The institution reviews its drug and alcohol abuse prevention program on a biennial basis and publishes the results of that review within the program material.
APPENDIX A

Emergency Planning and Procedures Guide

West Virginia Jr. College
Morgantown

Updated May, 2014
Table of Contents

WVJC Important Numbers........................................................................................................p. 3
Building Safety Systems........................................................................................................p. 4
General Building Evacuation Procedure.................................................................................. p. 5
Evacuation Personnel..............................................................................................................p. 6
Evacuation Personnel Duties.....................................................................................................p. 7
Fire Safety........................................................................................................................................p. 8
Severe Weather Policy..............................................................................................................p. 9
# WVJC Important Numbers

## In an Emergency always call 911

### Law Enforcement

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgantown Police</td>
<td>304-284-7522</td>
</tr>
<tr>
<td>Morgantown Police (Non-Emergencies)</td>
<td>304-599-6382</td>
</tr>
<tr>
<td>WV State Police</td>
<td>304-285-3200</td>
</tr>
<tr>
<td>FBI</td>
<td>1-304-346-3232</td>
</tr>
<tr>
<td>Bureau of Alcohol, Tobacco and Firearms</td>
<td>1-304-340-7800/7820</td>
</tr>
<tr>
<td>Drug Enforcement Administration</td>
<td>1-304-623-3700</td>
</tr>
</tbody>
</table>

### Health

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Monongalia County Health Department</td>
<td>304-598-5100</td>
</tr>
<tr>
<td>Monongalia General Hospital (Morgantown)</td>
<td>304-598-1200</td>
</tr>
<tr>
<td>Ruby Memorial Hospital (Morgantown)</td>
<td>304-598-4000</td>
</tr>
<tr>
<td>W.V. Dept. of Health &amp; Human Resources</td>
<td>1-877-716-1212</td>
</tr>
<tr>
<td>National Response Center (Chemical, Oil Spills &amp; Chemical/Biological Terrorism) (State Emergency Spill Notification)</td>
<td>1-800-424-8802</td>
</tr>
</tbody>
</table>

### Fire and Rescue

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monongalia Emergency Medical Service</td>
<td>304-285-2715</td>
</tr>
<tr>
<td>Morgantown Fire Dept.</td>
<td>304-284-7480</td>
</tr>
</tbody>
</table>

### Domestic Violence Assistance

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Rape and Domestic Violence Information Center</td>
<td>304-292-5100</td>
</tr>
</tbody>
</table>

### Suicide Prevention

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Suicide Hotline</td>
<td>1-800-784-2433</td>
</tr>
<tr>
<td>National Suicide Prevention Hotline</td>
<td>1-800-273-8255</td>
</tr>
</tbody>
</table>
Building Safety Systems

Locate the emergency equipment in your area and know how to use it.

The building at 148 Wiley Street Morgantown Campus has the following safety systems:

**Alarms** – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of a sprinkler system. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

**Smoke Detectors** – This will immediately activate the fire alarm system. All three floors have smoke detectors.

**Fire Extinguishers and Pull Stations** – Location of Pull Stations and Extinguishers, as well as the types of extinguishers and location will be reviewed upon hiring of staff and yearly safety in services. Students will be educated at orientation.

**Manual Alarm Pull Stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these with furniture or equipment.

**First Aid Kit** – For minor injuries not requiring medical attention. There are First Aid Kits on each floor. 1st Floor kit is locate in the office supply room, 2nd Floor kit is located in the IT Coordinators Office Room 203, and the 3rd Floor Kit is located in the Medical Lab, Room 301. There is also a small first aid kit in the Evacuation Box located in every room.
Building Evacuation Procedure

How to Report an Emergency

Call and Calmly State:

- Your name
- The building and room location of the emergency
- The nature of the emergency – fire, chemical spill, etc.
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel

Upon hearing the fire alarm begin evacuation procedures:

- Keep yourself and others calm
- Quickly proceed outside the building (to the announced safe location)
- Close windows and doors as you leave
- Instructors take your Attendance Book with you for a correct head count
- Instructors, in every classroom there is an Evacuation Box, which contains (flashlight, clipboard, pen, incident reports, and minor first aid equipment)
- Take the Evacuation Box with you
- Report immediately to the designated “safe area” located in the 2hr paid parking lot on Chestnut Street near The Back Door Bar & Pizza. Check in with Leanne Cardoso or CJ Fotsch who will be taking a head count from individual instructors.
- Wait for instructions from emergency personnel. Do not re-enter the building until you are told it is safe to do so

Drills are to be held annually.
Evacuation Personnel

Emergency Announcer: Administrative Assistant

Evacuation Warden: Academic Director

Alternate Warden: Financial Planner

Searcher 1st Floor: Career Management Director

Searcher 2nd Floor: Nursing Director

Searcher 3rd Floor: Online Director

Stairwell Monitor 1st Floor Stairwell A: High School Admissions Representative

Stairwell Monitor 1st Floor Stairwell B: Adult Admissions Representative

Stairwell Monitor 2nd Floor Stairwell A: Nursing Admissions Representative

Stairwell Monitor 2nd Floor Stairwell B: Online Financial Aid Planner

Stairwell Monitor 3rd Floor Stairwell A: Online Admissions Representative

Stairwell Monitor 3rd Floor Stairwell B: Chief Financial Officer

Stairwell Monitor Basement Stairwell: IT Director
Evacuation Personnel Duties

NOTE: If there are not enough personnel to fill all the roles, roles may be doubled where appropriate.

Evacuation Announcer Duties:

1. Announce any disaster to all areas
2. Use the Bull Horn that has been provided to make an announcement (Bull Horn located in Office Supply Cabinet)
3. Report to the Evacuation Warden

Evacuation Warden Duties:

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with Evacuation Warden to report “all clear” or problems.
3. Report to the Command Center, if areas were unable to be searched due to lack of personnel.
4. Ensures all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. “All Clear” will come from the Command Center.
5. Reports any and all problems to the Command Center. Command Center will tentatively be located at parking lot next to Dairy Queen.

Alternate Executive Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event.
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

Searcher(s) and Alternate Duties: May be more than one depending on the size of the area to be searched. Areas should be searchable in 3 minutes or less.

1. Check all rooms including restrooms, conference rooms and remote areas. Closing all doors behind them.
2. Advices any remaining employees or other persons on the floor about the emergency and requirement to evacuate.
3. Notify Stairwell Monitor that the floor is “clear” and proceed out of the building.
Fire Safety

If you discover fire, or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:

RACE

Remove/Relocate individuals away from danger, if possible, without endangering your safety

Activate Alarm: Pull fire alarm at pull box, and/or call 911

Confine/Contain fire and smoke by closing doors and windows

Extinguish/Evacuate

- Extinguish fire only if trained and fire is small, using nearest fire extinguisher
- Evacuate by nearest safe exit, never use elevators. Do not run, Crawl if overwhelmed by smoke.

If you hear the fire alarm, or are informed of a fire, EVACUATE IMMEDIATELY!

Follow instructions for the building evacuation plan.

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – DO NOT RUN – students should follow their instructor out of the building to the designated safe area
- Instructors lead your students to the designated safe area near “Back Door Pizza”
- Instructors are to take their Attendance Book with them and the Emergency Box located in every room. An emergency flashlight is in each box to assist if visibility is poor.
- Instructors take attendance once at safe area and report to Evacuation Warden.

DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED BY THE FIRE DEPARTMENT.
Severe Weather Policy

In the event that a snowstorm or other inclement weather presents a risk to our faculty, staff, students, or visitors traveling to or from the campus, the Executive Director and Academic Dean will make a determination about whether to close the campus, delay opening, or initiate an early release. This determination will be made based on weather forecasts and the advice of public safety personnel.

The closing of the campus is a procedure that differs depending on the timing of the decision to close and the expected length and severity of the weather incident. The essential factor in the decision is the safety of our faculty, staff, students, and visitors; however, severe weather affecting only a limited number of students or staff generally will not result in a campus closing.

In the event of a closing, the university will place a voicemail announcement for callers to the main switchboard (304) 296 – 8282, and notify TV and radio stations.

If a tornado or a severe thunderstorm WARNING has been issued in an area which includes the campus:

- Students, staff and visitors should move to safe areas immediately
- Close classroom, laboratory and/or office doors
- Instructors move your students to designated safe areas and take attendance book with you
- Remain in safe area until warning expires or until the all-clear has been issued

Designated Safe Area

Basement – Student Lunch Room

First Floor – Teacher’s Lounge, Leanne’s office, Room 102, 103 and 104

Second Floor – Room 201, IT Office