



Apollo Career Center

Annual Safety and Security Report

2026

Apollo Safety and Security Report/in Compliance with
the Clery Act and Violence Against Women Act
Published September 2026

Table of Contents

Introduction.....	1
Safety and Security	1
Reporting Crime and Requesting Security Assistance	1
Timely Warnings	2
Crime Prevention Programs.....	3
Access to Campus Buildings	3
Emergency Notifications and Evacuations	3
Drug Prevention Program	3
Federal Penalties and Sanctions for Illegal Possession of Controlled Substance	7
Health Risks Associated with Alcohol	9
Notice to Campus Community-Sex Offenders	9
Violence Prevention.....	9
Campus Save Act/Violence Against Women Act	10
Hazing and Bullying (Harassment, Intimidation and Dating Violence).....	10
Sexual Harassment.....	11
Sexual Harassment Grievance Process	13
Counseling and Community Services.....	21
Academic Assistance for Sex Offense Victims	21
Clery Crime Definitions	21
Geographic Locations.....	24
Crime Statistics.....	25
Campus Map.....	27
Appendix A: Counseling and Community Service Agencies.....	28

Introduction

The 2026 Annual Safety and Security Report is provided by **Apollo Career Center** in compliance with the 1998 Jeanne Clery Disclosure Act and the 2013 Campus SaVE Act (Violence Against Women Act). The report informs the campus community about important procedures, policies, crime prevention programs, and other campus statistics. An email is sent each year to all current students and staff advising them that the report can be accessed on the Apollo Career Center Website at: <https://www.apollocareercenter.com/adult-education/> Hard copies of the report may be obtained from the Apollo Career Center's Adult Education Office or the Student Services Office in Apollo High School, or they can be printed from the website. Prospective employees and students are afforded the same information at the time they obtain an application for employment or admission. Any person may have access to the report. Compilation of information for the report, as well as criminal statistical data as required by the Act, is accomplished through cooperative efforts with the Superintendent's office, Adult Education Administration, Student Resource Officer and local law enforcement agencies. Criminal statistics for off-campus properties used by the school and public property that is adjacent to the school were obtained from the local law enforcement agencies.

Apollo Career Center's Safety and Security

Apollo Career Center employs a state of Ohio certified, uniformed police officer with full police authority, that meets all state law enforcement standards and is granted their authority from the Ohio Revised Code (Section 3345.04). This Resource Officer responds to calls for service, enforces parking rules and regulations, patrols campus in a marked police vehicle and investigates criminal activity. When the Resource Officer is not on campus Apollo Career Center relies on the Allen County Sheriff's Office and the Shawnee Township Police Department for law enforcement services.

For fire and other medical emergencies Apollo has evening classes for firefighters and EMTs so there are trained personnel on the campus most evenings. The Shawnee Township Fire Department provides additional Emergency Medical and Fire Services.

Apollo Career Center maintains a positive working relationship with all state and federal agencies throughout the area.

Reporting Crime and Requesting Security Assistance

In the event of an emergency situation, call 9-1-1 immediately for assistance

Anyone observing or suspecting criminal activity will immediately report it to the instructor or Adult Education Director, who will immediately conduct an investigation and report the activity to the Shawnee Township Police Department and ask for their assistance. The Shawnee Township Police Department will investigate, determine facts and issues, and take action, which it feels necessary under their powers. A record of this report will be kept on file.

Students should use the following preventive measures to deter crime from occurring:

1. Keep cars locked.
2. Do not leave personal possessions unattended in the building.
3. Walk in pairs (groups) to vehicles when possible.
4. Be aware of your surroundings.
5. Know where to ask for help or get to the nearest phone in the building.
6. Report to school administration any restraining orders that a student may have been granted against another individual.

Crime prevention and sexual assault information will be offered annually to adult students and staff. Statistics will be collected from the local police department for publishing and for reporting to federal agencies as required by Public Laws 101-542 and 101-226. No other reporting will be made except as directed and authorized by the Superintendent.

Campus Security Authorities

SECURITY OFFICER

Name: Troy Stevenson
Title: School Resource Officer
Address: 3325 Shawnee Road
Lima, OH 45806-1454
Phone: (567) 940-3923
Email: troy.stevenson@apollocc.org

LEAD TITLE IX COORDINATOR

Name: David Howard
Title: Special Education Director
Address: 3325 Shawnee Road
Lima, OH 45806-1454
Phone: (419) 998-2983
Email: david.howard@apollocc.org

Timely Warnings

When the Apollo Career Center Superintendent, Director of the Adult Education Program, School Resource Officer or other school administrator determines that a crime represents a serious, immediate or continuous threat to students, staff and visitors on campus they will issue a “Timely Warning” as means of notification to the campus community. Timely warnings will be issued for the following crimes: murder, sex offenses, arson, aggravated assault, robbery, burglary, motor vehicle theft, stalking and other crimes as deemed necessary. Timely warnings will be disseminated in one or a combination of the following: individual email, posting on the Apollo Career Center website, bulletin boards throughout campus buildings or text message through the Adult student information software system.

Timely warnings will usually include the following information:

- ☐ Type of Criminal Activity
- ☐ Date and Time of the incident
- ☐ Location of the Incident
- ☐ A brief Description of the Incident
- ☐ Suspect(s) – if any
- ☐ Specific Safety Response

Timely warnings will be issued immediately unless the notification, in the judgment of the Superintendent, security or other first responders, compromises the efforts to assist victims, contain, respond to or otherwise mitigate the threat or emergency.

Crime Prevention Programs

Safety is a concern everywhere in society, and the Apollo Career Center campus is no exception. There are many ways to promote security and avoid unsafe situations. An understanding of basic safety principles, a little caution and lots of common sense are your best protection. Apollo Career Center is committed to providing a safe environment for students, faculty, staff and visitors of the campus community. The trees and shrubs on campus are maintained and trimmed back away from buildings and walkways. For the safety of the students, staff and faculty, the parking lots and sidewalks are well lit. Apollo has 307 state of the art motion detected video cameras strategically placed throughout the campus. Crime prevention and awareness pamphlets and a variety of informational pamphlets ranging from date rape, personal safety, wellness and other topics are available from the Guidance Office. Apollo Career Center's Superintendent, Adult Education Director and the Student Services Office work together concerning matters of general safety. For more information on campus safety, wellness and other educational programs available, please contact the Adult Education Office at 419-998-3000 or the School Resource Office at 567-940-3923.

Access to Campus Buildings

An automated system can easily lock or unlock any campus exterior door. Access to campus buildings on weekends is limited to pre-scheduled classes/events and only authorized individuals are granted access. The Maintenance Department provides assistance for accessing buildings outside normal classroom hours.

Emergency Notification and Evacuations

Under the direction of the Superintendent of Apollo Career Center, the Director of Adult Education or their designee, the school will initiate an immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, unless the notification at that time will compromise efforts to contain the emergency. The Apollo Career Center Emergency Response Team, upon determining that a significant emergency or dangerous situation exists, will immediately disseminate emergency information to the affected parts of the campus community through the following methods or notification which include but are not limited to paging system, outdoor speakers(bullhorns), local radio stations, student management email and text system for students, staff and faculty, campus website, and/or the mass email, text and phone notification system. Evacuation schematics can be found in every building on campus. Assembly points are designated for each building, as well as for a campus evacuation. Evacuation drills of campus buildings are completed per State guidelines.

In addition, the Allen County Emergency Management Agency has tornado warning sirens in the campus area. These sirens will be activated in cases of weather emergencies. When activated the emergency procedures addressed in the prior paragraphs will take effect.

Drug Prevention Program

Drugs and Alcohol (Drug-Free School and Community Act of 1989)

Apollo Career Center is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Apollo Career Center has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the campus setting. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

Student & Employee Compliance with Apollo Career Center Drug and Alcohol Policies

All Apollo Career Center students and employees are expected to abide by the terms of the school's policies. A student and/or employee found to be in possession or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include:

- Referral prosecution,
- Termination of employment, and/or
- Reprimand, probation, suspension or expulsion.

A disciplinary sanction may include the completion of an appropriate rehabilitation program. Students and employees are guaranteed due process.

Standards of Conduct

Apollo Career Center is committed to maintaining a campus free of illegal drugs or the unlawful use of alcohol or illicit drugs. It is the policy of Apollo Career Center not to permit the possession, consumption, and sale of alcoholic beverage on campus in accordance with the laws of the State of Ohio, the regulations of the Ohio Department of Commerce, Division of Liquor Control (DOLC) and the policies of Apollo Career Center. Apollo Career Center has the responsibility of upholding federal, state, and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to both arrest and prosecution, and Apollo Career Center action.

Apollo Career Center Student Sanctions

In cases of civil or criminal action against an Apollo Career Center student, Apollo Career Center does reserve the right, for educational purposes, to review any action taken by authorities. Apollo Career Center may, at its discretion, introduce further sanctions if the student's conduct has interfered with the Apollo Career Center exercise of its educational objectives or responsibilities to its members.

The Apollo Board Policy JFCH/JFCI expressly prohibits any student to possess, transmit, conceal, offer for sale, consume, or show evidence of having consumed or used any alcoholic beverages, illegal drugs, un-prescribed 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.

A student admitted to Apollo Career Center accepts the responsibility to conform to all Apollo Career Center rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, disciplinary probation or reprimand.

Local, State and Federal Laws and Sanctions

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from an Adult Education Supervisor.

Local State

Ohio Revised Code Chapter 2925 – Drug Offenses 3719 – Controlled Substances 4301 – Liquor Control Laws

Federal

Federal (Harrison) Narcotic Act Federal Narcotic Drugs Import and Export Act Federal Food Drug and Cosmetic Act Federal Alcohol Administration

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.

Health Risks

Physical or psychological damage may occur when the following substances are abused. Here are some of the health risks related to each substance.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination, and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression and death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to change in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40 percent greater risk of developing alcoholism than those whose parents are not alcoholic.

Anabolic-Androgenic Steroids

Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.

Depressants

The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

Hallucinogens

Phencyclidine (PCP). Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks are the spontaneous reappearance of the drug experience after use has ceased may occur.

Narcotics

Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, however, they are seldom life threatening.

Stimulants

High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.

Cannabis

The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

Substance Abuse Resources

Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available through a variety of Apollo Career Center and community-based services including:

- The Ohio Mental Health & Addiction Services is an excellent source. The web address is <http://mha.ohio.gov> . Look under the “Learn and Find Help” heading.
- There are national organizations one can contact for help. The National Alcoholism and Substance Abuse Information Center is open 24 hours, 1-800-784-6776.
- The National Substance Abuse and Mental Health Services Administration, is open 24 hours, call or text 988 for assistance in crisis situations.
- The Ohio Department of Mental Health & Addiction Services Crisis Text Line is available 24/7 via text on mobile devices. The service is available to any person needing help coping with a stressful situation. Text “HOME” to 741741 for help. The Crisis Text Line serves all ages.

Contact any of the resources listed above for referral. Your anonymity will be respected.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21.U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000.00 but not more than \$100,000.00 or both

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500.00 but not more than \$250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00 but not more than \$250,000.00 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both if:

- A) 1st conviction and the amount of crack possessed exceeds 5 grams.
- B) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- C) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

22. U.S.S. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21. U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21. U.S.C. 844 (a)

Civil fine of up to \$10,000.00 (Pending adoption of final regulations).

21. U.S.C. 853 (a)

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18. U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous:

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

STATE LAWS, PENALTIES AND SACTIONS FOR DRUG OFFENSES

- 2925.02 Corrupting another with drugs.
- 2925.03 Trafficking, aggravated trafficking in drugs.

- 2925.04 Illegal manufacture of drugs – illegal cultivation of marihuana – methamphetamine offenses.
- 2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.
- 2925.05 Funding, aggravated funding of drug or marihuana trafficking
- 2925.06 Illegal administration or distribution of anabolic steroids.
- 2925.09 Unapproved drugs – dangerous drug offenses involving livestock.
- 2925.11 Possession of controlled substances.
- 2925.12 Possessing drug abuse instruments.
- 2925.13 Permitting drug abuse.
- 2925.14 Drug paraphernalia
- 2925.22 Deception to obtain a dangerous drug
- 2925.23 Illegal processing of drug documents.
- 2925.24 Tampering with drugs
- 2925.31 Abusing harmful intoxicants
- 2925.32 Trafficking in harmful intoxicants – improperly dispensing or distributing nitrous oxide
- 2925.33 Possessing nitrous oxide in motor vehicle
- 2925.36 Illegal dispensing of drug samples
- 2925.37 Counterfeit controlled substance offenses
- 2925.38 Notice of conviction of professionally licensed person sent to regulatory, licensing board or agency
- 2925.55 Unlawful purchase of pseudoephedrine product
- 2925.56 Unlawful sale of pseudoephedrine product
- 2925.57 Illegal pseudoephedrine product transaction scan
- 2925.58 Unlawful sale of pseudoephedrine product to minor – affirmative defense

Health Risks Associated with Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high dose of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Notice to Campus Community – Sex Offenders

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act.

A list of all registered sex offenders in Allen County is available from the Allen County Sheriff's office website at <https://acso-oh.us/>. In addition, the Ohio Department of Rehabilitation and Correction sex offender registry is available at <https://appgateway.drc.ohio.gov/OffenderSearch>

Violence Prevention

It is the intent of Apollo Career Center to provide a safe and secure working and learning environment for its students, employees, and visitors through prevention, reduction and management of threats of violence or violence. Violence includes, but is not limited to: intimidation, threats, physical attack, behavior that creates a reasonable fear of injury, harm or extreme emotional distress, threats or actual domestic and dating violence, sexual assault, sexual harassment, stalking, displaying a weapon, property damage, or any retaliation against a person who reports a potential or actual violation, and includes acts of violence committed by or against school employees, students, contractual workers, temporary employment agency workers, customers, relatives, acquaintances, or other third parties on school property. Apollo Career Center will employ management strategies to identify and prevent incidents of violence against employees, students, themselves or others; take appropriate action against those who threaten or perpetrate violence, and reduce the effects of violence on victims. Administrators, instructors, staff and students are responsible for reporting indications of potential violent behavior and must not be subjected to retaliation for reporting such good faith concerns. The school may engage all available resources, programs and policies; agency referrals; and, if needed, local law enforcement and emergency services, to respond to alleged acts of violence. Apollo Career Center does not tolerate acts of violence committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on school owned, controlled, or leased properties, or while conducting

school business at any location, including representing the school at conferences or off-site meetings, or riding in school owned or leased vehicles.

Campus SaVE Act/ Violence Against Women Act

The 2013 Campus SaVE Act mandates that Domestic Violence, Dating Violence and Stalking be added to the list of reportable crimes under the Clery Act starting with the 2015 Annual Security Report.

Apollo Career Center will promote ongoing prevention and educational programs on Sexual Assault, Dating Violence, Domestic Violence and Stalking for student, staff and faculty. Apollo will provide information on risk reduction to recognize warning signs of abusive behavior, sexual assault prevention, bystander intervention and the processes for reporting crimes of sexual violence.

Hazing and Bullying (Harassment, Intimidation and Dating Violence) (Board Policy JFCF)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education and Workforce compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Sexual Harassment (Board Policy ACAA)

Apollo Career Center does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Apollo Career Center Board of Education designates the following individual to serve as the District's Title IX Coordinator:

Title: Special Education Director
Office address: 3325 Shawnee Rd.
Email: david.howard@apollocc.org
Phone number: 419-998-2983

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by Title IX. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation under Title IX.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding

prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Sexual Harassment Grievance Process (Board Policy ACAA-R)

Apollo Career Center Board of Education requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

"Actual knowledge:" notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

"Education program or activity:" includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

"Complainant:" an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent:" an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Formal complaint:" a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

"Supportive measures:" non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District's property, campus escort services, changes in work locations and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint or report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave

during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's grievance process including investigation procedures and any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

The parties will be informed of the identity of any investigator. When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the District or
3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review

Throughout the grievance process, the District does not require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator or investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written

response to the Title IX Coordinator and investigator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator or investigator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator and decision-maker.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. Because the District is a Career Center, it is required to appoint a decision-maker to conduct live hearings. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The parties will be informed of the identity of the decision-maker. The decision-maker cannot hold a hearing regarding responsibility until 10 calendar days from the date the investigative report is provided to the parties.

When the party or parties to the complaint are enrolled in a District program that is not considered a postsecondary program for purposes of Title IX, the following process applies. Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator or decision-maker within three calendar days from the date the investigative report is provided to the parties.

When the party or parties of a complaint are enrolled in an adult vocational education program that is considered a postsecondary program for purpose of Title IX, the District will provide for a live hearing instead of submission of written questions in circumstances where the formal complaint alleges sexual harassment in an education program or activity of adult vocational education. Live hearings may be conducted with all parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. All evidence subject to inspection must be made available during the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

At the live hearing, the decision-maker must:

1. Permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party does not have an advisor present at the hearing, the District must provide without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney.

2. Provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions, if requested by either party.
3. Limit cross-examination and other questions to those that are relevant. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The District will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

Following the hearing, the decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and
6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously and to the Title IX Coordinator, and generally will be provided within 60 business days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Upon any determination of responsibility becoming final, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination of responsibility was made that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome of the matter.

The request to appeal must be made in writing to the Title IX Coordinator within five calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination. The parties will be informed of the identity of the appeal decision-maker.

The appeal decision-maker or Title IX Coordinator must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. Parties must submit this written statement within two days of the date of the notice of appeal in the manner directed by the appeals decision-maker or Title IX Coordinator. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously and to the Title IX Coordinator, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal resolution process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:
 - A. The allegations;

- B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint and
 - C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process. The District does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to investigation and adjudication of formal complaints of sexual harassment consistent with this grievance process. Similarly, the District does not require the parties to participate in an informal resolution process under this section and does not offer informal resolution unless a formal complaint is filed.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

- 1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
- 2. Any appeal and the result therefrom;
- 3. Any informal resolution and the result therefrom and
- 4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, this documentation must include the reasons why such response was not clearly unreasonable in light of the known circumstances.

Counseling & Community Services

Students in crisis or who need immediate assistance can call the ***We Care Crisis Center at 1-800-567-HOPE***. Counseling and crime victim assistance is also available for sex crime victims through the ***Allen County Crime Victim Services crisis line at 877-867-7273***.

See appendix A for additional community resources

Academic Assistance for Sex Offense Victims

Apollo Career Center will make every effort to assist sex offense victims who request changes in their academic situation after an alleged sex offense, if such changes can be reasonably made. Students who need modification of their academic situation should contact Tara Shepherd, Director of Adult Education Programs at 419-998- 2972 or tara.shepherd@apollocc.org .

Clery Crime Definitions

General Crimes

- **Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Manslaughter by Negligence:** the killing of another person through gross negligence.
- **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).
- **Arson:** the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Clery Crime Definitions (continued)

- **Weapon Law Violations:** the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses

Sex-related offenses are any crimes that have a sexual component. They may involve actual or threatened physical harm (e.g., sexual assault) or mental or emotional harm to a victim (e.g., child pornography).

- **Rape:** penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Include the crime as rape if the victim did not give consent or if the victim was incapable of giving consent.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence, Dating Violence and Stalking

- **Domestic Violence:** the term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. see section 2919.25 of the Revised Code.

Clery Crime Definitions (continued)

- **Dating Violence:** the term “dating violence” means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:(i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
- **Stalking:** the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Hate Crimes

Apollo Career Center is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

- **Larceny:** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Vandalism:** to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a person assaults another person, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, etc... the assault is then also classified as a hate/bias crime.

Hate or Bias Categories:

- | | |
|------------------|---------------------|
| >Race | > Gender Identity |
| >Religion | >Sexual Orientation |
| >Ethnicity | >Disability |
| >National Origin | |

Geographic Locations

On Campus

Defined as (1) 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; and (2) Any building or property that is within or reasonably contiguous to the area identified in (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes. See Campus Map on page 26.

Public Property

Defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediate adjacent to and accessible from campus.

*Off Campus locations:

ASPIRE Locations:

Wapakoneta YMCA	1100 Defiance St, Wapakoneta, OH 45895
Ottawa Public Library	136 Putnam Pkwy, Ottawa, OH 45875
Mercer County ESC	540 E Market St, Celina, OH 45822
Vantage Career Center	818 N. Franklin St., Van Wert, OH 45891
YWCA Resource and Referral	608 W High St, Lima, OH 45801

The Lima Police Department, the Allen County Sheriff's Office, Shawnee Township Police Department, Wapakoneta Police Department, Celina Police Department, Van Wert Police Department, Ottawa Police Department, the Putman County Sheriff's Office, along with the Paulding and Hardin County Sheriff's Office were contacted and requested to provide crime statistics for the locations within their jurisdiction.

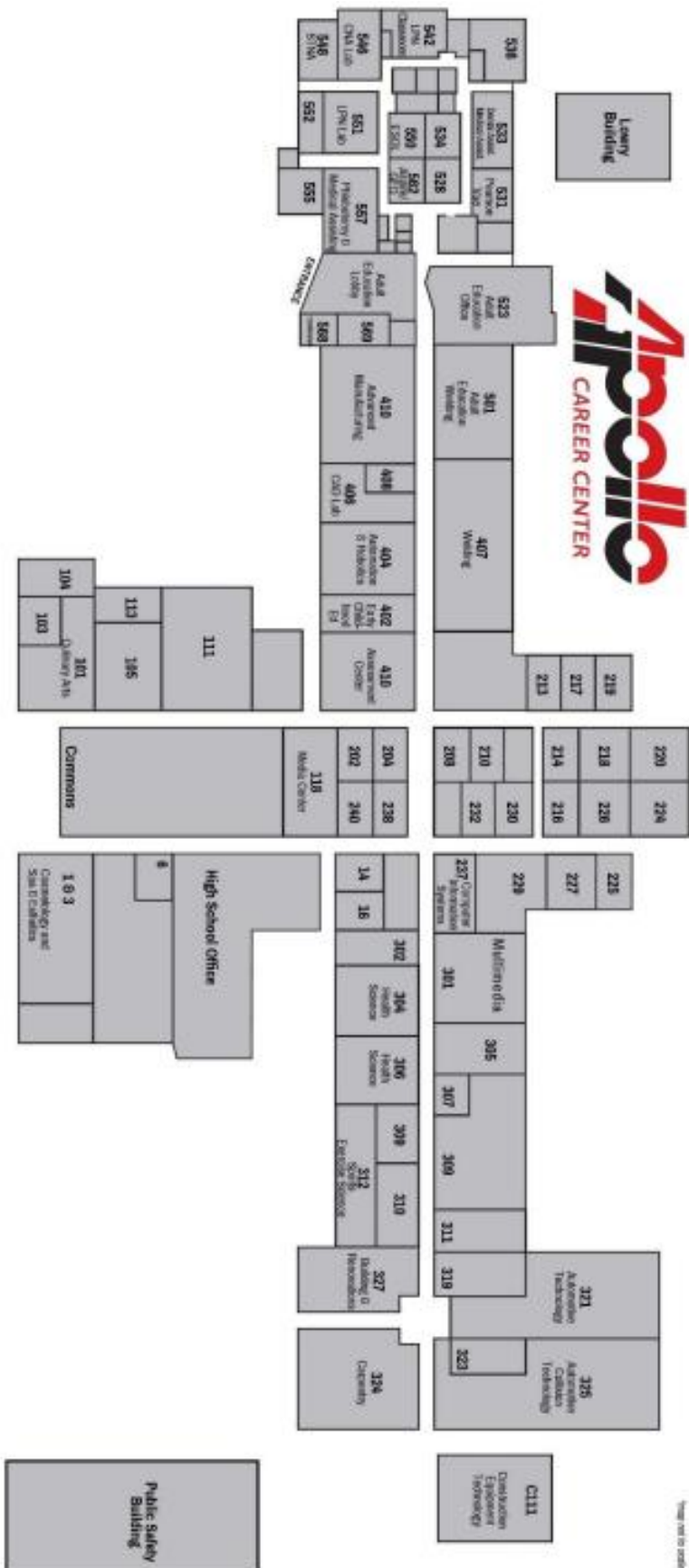
CRIME AWARENESS REPORT

The following information is provided and updated annually as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

Crime Statistics Chart

	On Campus			Off Campus*			Public Property Bordering Campus		
Criminal Offense	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder / Non negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	1	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	2	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes - Criminal Offense	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
VAWA Offenses	2023	2024	2025	2023	2024	2025	2023	2024	2025
Domestic violence	0	0	0	0	0	0	0	0	0
Dating violence	0	1	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	2023	2024	2025	2023	2024	2025	2023	2024	2025
Weapons: carrying, possessing, etc.	2	2	0	0	0	0	0	0	0
Drug abuse violations	10	9	10	0	0	0	0	0	0
Liquor law violations	1	0	1	0	0	0	0	0	0
Disciplinary Actions	2023	2024	2025	2023	2024	2025	2023	2024	2025
Weapons: carrying, possessing, etc.	0	2	0	0	0	0	0	0	0
Drug abuse violations	0	8	15	0	0	0	0	0	0
Liquor law violations	0	0	1	0	0	0	0	0	0



APPENDIX A

Counseling and Community Services

Mental Health & Recovery Services Board
529 Elizabeth St.
Lima, OH 45804
419-222-5120
<https://www.wecarepeople.org/>

Allen County DJFS
1501 S. Dixie Hwy.
Lima, OH 45804
419-228-2621
<https://www.acjfs.org/>

ASTOP (Substance Abuse Services)
1519 N. Main St, Suite 6
Lima, OH 45801
419-222-4557
<https://www.drug-rehab-headquarters.com/ohio/facility/astop-inc-lima/>

Coleman Professional Services
799 S. Main St.
Lima, OH 45804
419-229-2222
24 Hour Emergency Access
1-800-567-4673 or 419-228-4673
<https://www.colemanservices.org/>

Crime Victim Services
Allen County
330 N. Elizabeth St.
419-222-8666
877-867-7273
Putnam County
338 East 3rd St.
419-523-1111
877-274-7471
<https://www.crimevictimservices.org/>

SAFY Behavioral Health
658 E. Market St. Suite 101
Lima, OH 45801
419-222-1527
877-822-0556
****Open Access Intake Hours**
Monday-Friday: 11:00-1:00***
Immediate Walk-In Assessments & Trauma

Screenings – all ages welcome
<https://www.safy.org/safy-of-ohio>

Guiding Light
592 S. Main St.
Lima, OH 45804
419-236-7935
<https://guidinglighthome.org/>

Crisis Center (We Care Regional)
(Allen, Auglaize, Hardin)
797 S. Main Street
Lima, OH 45804
1-800-567-HOPE (4673)
TEXT 741741
<https://www.wecarepeople.org/wecarecrisis>

Crossroads Crisis Center
"Does not have caller ID"
419-228-4357
877-228-4357
<https://crossroadscrisiscenter.com/>

Family Planning Center
219 E Market St
Lima, OH 45801
419-228-6154
<https://www.allencountypublichealth.org/nursing/%C2%B7clinics/family-planning/>

Family Resource Center
530 S Main St
Lima, OH 45804
419-222-1168
*****Open Access Intake Hours**
Mon/Wed/Fri: 9:30AM-11:30AM
Tues/Thurs: 2:30PM-3:30PM***
Immediate Walk-In Assessments & Trauma
Screenings
<https://www.frcohio.com/newclients>

West Ohio Food Bank
1380 E. Kibby St.
Lima, OH 45804
419-222-7946
<https://www.westohiofoodbank.org/>