



**Kip Crain, Ph.D., Superintendent**  
**Mary A. Workman, Treasurer**  
**Lynn R. Moomaw, Director**

518 West Prospect Street  
Smithville, Ohio 44677

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Adult Ed Fax: 330-669-7071  
High School: 330-669-7000  
Website: [www.wcsc.org](http://www.wcsc.org)

Welcome to Adult & Community Education

We thought it would be helpful for you to have a few details about the school to make the most of your experience as a student here:

### FOOD

**The Adult Hospitality Center** is open from 8:00 AM to 8:00 PM in the Adult Education Center. A refrigerator and microwave are available for your convenience.

**The Snack Shack** is housed in the Main Commons and is open 3:00-8:00 pm Monday through Thursday. You can purchase snacks, meal items, and beverages with cash only. The Snack Shack is open during the day as well—if it is not staffed when you would like to make a purchase please find Pam the Cafeteria Manager; she will be able to assist you.

**The Cafeteria** is located at the top of F-Wing or front and center of the main building. The school cafeteria serves lunches daily when the High School students are in session. Adults may purchase a lunch. Lunches are served from 10:40-12:30.

### REST ROOMS

Check the building map located in each room by the exit for rest room locations nearest your classroom.

### SAFETY

As a school, we are required to perform specific drills throughout the year. You may experience a Fire Drill, Tornado Drill, or Lock Down Drill throughout your training. Everyone in the building is required to participate. Your instructor will guide you through the drill.

In compliance with the Clery Act, WCSCC publishes annual reports containing information about crime prevention, reporting policies, crime statistics, and other safety and security related information. You can find the report online at

<http://www.wayne-jvs.k12.oh.us/sites/wayne-jvs.k12.oh.us/files/files/ASR%202021.pdf>

Hard copies are also available upon request at the WCSCC Adult Education Building, 518 West Prospect Street, Smithville, Ohio 44667.

### CERTIFICATES

Certificates of completion are awarded to each student who attends 80 percent of scheduled classes of at least five hours duration and satisfactorily completes the required coursework. Additional copies of certificates and transcripts are available from the Adult Education Office at \$5 per copy.

### SCHOOL CLOSING DUE TO BAD WEATHER

The district offices are not staffed during school closings, please monitor the media listed below.

- Radio stations, WKVX-AM 960 and WQKT-FM 104.5 or website: [wqkt.com](http://wqkt.com)
- FOX 8 WJW television station or their website: [fox8.com](http://fox8.com)
- You may also register for text alerts through Remind—see the office for detailed directions.

### SUPPORT STAFF

Our office staff can either provide you with the assistance you need or connect you with the right person.

Lucy Ewing at ext. 1023

Casey McGurk at ext. 1321

Chris Kubilus/Ryan Pearson at ext. 6113

Monday-Friday

Monday-Thursday

Monday-Thursday

8:30 am-4:00 pm

12:00-8:00 pm

5:00-10:00 pm