

## ABC Adult School

### 2020-2021 Annual Security Report

This report has been produced in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, and is available in electronic format at [www.abcadultschool.edu](http://www.abcadultschool.edu). Hard copies are available at the ABC Adult School Main Office and Financial Aid Office. For more information regarding the Act, please click here: <https://www.gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf#page=33>

#### **ANNUAL SECURITY REPORT**

This report is the collaboration of a work group comprised of ABC Adult School Financial Aid Coordinator, ABC Adult School administrative team, Financial Aid Department, support services personnel and the ABC Unified School District (ABCUSD) Board of Education. Each entity provides updated information on their educational efforts and programs necessary to ensure compliance with the *Clery Act*. ABC Adult School became Title IV eligible in May 2018. Additionally, it includes input regarding crime statistics from the local law enforcement agency (Cerritos Sheriff's Station).

Each year, the Coordinator of Financial Aid, Assistant Principals and Principal of ABC Adult School, prepare an Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. Institutions participating in Federal Title IV financial aid programs, must prepare, publish and distribute an Annual Security Report to current and future students and employees. The Annual Security Report contains current campus safety and security policies in accordance with the *Clery Act*. The purpose of this report is to provide information relating to campus safety and security in an effort to aid future and current students and employees in making safe, informed decisions regarding our institution.

The Annual Security Report must be published, distributed and posted by October 1<sup>st</sup> of each year and contains three years of campus crime statistics and campus security statements in accordance with the *Clery Act*. The full text of this report is available upon request and posted on the ABC Adult School website at: [www.abcadultschool.edu](http://www.abcadultschool.edu). At the end of every year (starting in December 2018), ABC Adult School will compile a crime statistics report from its daily crime log.

Campus crime, arrest and referral statistics include those reported to the designated campus officials (including but not limited to: Principal, Assistant Principals, Student Intervention Assistants) and local law enforcement agencies. The crime reporting statistics cover *Clery* crimes that occur on campus and public property adjacent to both ABC Adult School campuses.

Each year, email and/or written notifications are made to all enrolled students providing the website address to access this report. Staff members receive similar notification via email. Prospective students and employees have access to the report on our web page at [www.abcadultschool.edu](http://www.abcadultschool.edu).

Pursuant to Education Code 32286, detailed information regarding ABC Adult School's "Comprehensive School Safety Plan" is updated annually and available on the ABC Adult School website at [www.abcadultschool.edu](http://www.abcadultschool.edu). Upon request, a hard copy of the Annual Security Report and the Comprehensive School Safety Plan is available in the ABC Adult School Main Office and Financial Aid Office. Requests for this information can be made in person, by telephone, or through written

communication addressed to: Nancy Amara, Principal, ABC Adult School at 12254 Cuesta Drive, Cerritos, CA 90703. The ABC Adult School Main Office telephone number is (562) 229-7960. Information on how to obtain the Comprehensive School Safety Plan and crime reporting procedures can be found on the school's website at [www.abcadultschool.edu](http://www.abcadultschool.edu).

### **CAMPUS GEOGRAPHY**

ABC Adult School maintains two campuses. The campus geography for the purpose of this report is 12254 Cuesta Drive, Cerritos CA 90703 and 20122 Cabrillo Lane, Cerritos, CA 90703 and public property immediately adjacent to both campuses. ABC Adult School does not possess ownership nor control of any additional buildings/property for the purposes of ABC Adult School program instruction nor have any on-campus student housing facilities.

### **CAMPUS SECURITY AUTHORITY**

ABC Adult School does not have a campus police department or a campus security department. The Campus Security Authority includes two assistant principals, two full time student intervention assistants, two evening student intervention assistants and an evening administrator. In addition, ABC Adult School enjoys a good working relationship with all neighboring sheriff's station. Calls to the sheriff's station can be made anonymously. Cerritos Sheriff's Station shares information with ABC Unified School District officials regarding potential threats. ABC Adult School has been fortunate in experiencing very few serious crimes, but the Cerritos Sheriff's Station as well as ABC Adult School is aware of the possibility that a serious crime or disaster could occur at any time. Students, staff, and visitors are encouraged to report all suspicious activity and to take responsibility for adopting measures to protect themselves and their possessions.

### **COMPREHENSIVE SCHOOL SAFETY PLAN VISION**

ABC Adult School is committed to providing a safe and secure campus environment for our students, faculty, staff and visitors, as well as protecting our facilities, property and assets owned and operated by ABC Unified School District. Per ABCUSD Board Policy 0450(a), students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. ABC Adult School's administrators and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

### **CAMPUS SECURITY AND SAFETY PROGRAM**

ABC Adult School does not have student housing facilities, student organizations with non-campus locations, nor a campus police department. The Cerritos Sheriff's Station is the primary respondent for all campus emergencies and all reports of criminal activity on the ABC Adult School campuses and on public property within or immediately adjacent to and accessible from the campuses. The Cerritos Sheriff's Station has the authority to make arrests and to conduct investigations of alleged criminal offenses. The *Clergy Act* requires the reporting of violent crimes, burglary, and motor vehicle theft, as well as a summary of arrests and disciplinary referrals for liquor law, drug abuse, and weapons violations.

ABC Adult School employs two full time campus student intervention assistants (one per campus) available on each campus five days a week during the morning and afternoon class meeting times. Two student intervention assistants (one per campus) and an administrator are available in the evening to oversee the significantly smaller class sizes for the evening programs hosted on both campuses. They are available to assist school administrators with campus emergencies and/or reports of criminal activity on their respective campuses.

ABC Adult School has 50 security cameras located throughout the Cuesta campus and 46 security cameras located throughout the Cabrillo Lane campus in strategic locations that help provide a live feed of what occurs to help bolster the safety on-campus. The security feed is available to all administrators and student intervention assistants. The cameras operate 24 hours per day, 7 days a week, and 365 days per year. Classroom areas and restrooms are open to students from 7:00 a.m. to 9:00 p.m., Monday through Thursday, and 7:00 a.m. to 4:00 p.m. on Fridays (5:00 pm on Fridays at the Cabrillo Lane campus). The Cuesta campus is an open campus while the Cabrillo Lane campus is a fenced campus. The Cabrillo Lane campus is open on certain weekends for AYSO soccer use and the Cerritos Baptist Church uses the parking lot on Sunday mornings for overflow church parking. Every Sunday, Calvary Chapel uses the Cabrillo Lane auditorium, rooms 1, 2 and 4 for religious services. Both of ABC Adult School's Main Offices are open from 7:30 a.m. to 8:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Fridays. The Main Offices are closed on weekends.

The Sexual Assault & Violence Education (SAVE) and Violence Against Women Act (VAWA) laws include reporting requirements regarding incidents of intimidation, stalking, domestic violence, dating violence, sexual assault and hate crimes. It is ABC Adult School's policy to notify the Cerritos Sheriff's Station when such incidents are brought to ABC Adult School administration's attention and for them to implement investigational procedures. All crimes committed by a student or staff member can result in immediate dismissal from ABC Adult School.

### **CAMPUS CRIME PREVENTION**

During the first day of each new program start, an instructor reviews the steps for reporting on-campus crimes and emergencies with incoming students. They also address safety, security and the reporting of classroom emergencies. All classrooms have a posted poster that details the incidents/crimes that need to be reported. ABC Adult School maintains a Comprehensive School Safety Plan as required by Education Code 32282-32289. The contents of the Comprehensive School Safety Plan include at a minimum, information assessing the current status of school crime committed on campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

Brochures regarding domestic violence, sexual assault, stalking and mental health services can be obtained in the Main Offices at both campuses. Anonymous help and mental health referrals can be obtained by students and staff through the ABC Adult School credentialed counselor.

### **DISASTER PREPAREDNESS**

The ABC Unified School District has adopted and implemented a district-wide emergency plan that adheres to the guidelines as set forth by both the state and federal requirements.

The plan includes, per ABCUSD Board Policy 3516(a), the following:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communications system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

ABC Adult School updates and revises the Comprehensive School Safety Plan annually through a systematic planning protocol. The key elements in our plan include the following:

- School procedures relating to school safety
- Emergency Response Plan

Each campus maintains informational charts, signs and maps, which are posted in each classroom and office. This information provides specific direction to threats and emergencies that may arise.

School administrators, office staff, student intervention assistants, IT Technicians and custodial staff all have access to radios set to a common channel for effective communication and emergency supplies.

### **EMERGENCY NOTIFICATION**

ABC Adult School maintains the ability to notify the campus community in the event of an existing emergency through a number of methods. When it is determined by the local authorities that an emergency exists, the authorities will notify the Office of the Superintendent or Superintendent's Designee. The Emergency Response Plan will be implemented by the Superintendent or Designee. The Superintendent and Sheriff's Station will determine if the emergency requires the immediate notification of the campus community. If it is determined that the campus should be notified because of an immediate threat to students or staff, the Superintendent or Designee will, without delay, activate one or more of the notification systems described below:

1. On Campus Public Address System: This system has the ability to notify the campus with loudspeakers (Cuesta and Cabrillo Lane campus) and telephone (Cabrillo Lane campus) which are located on campus.
2. Employee Email: Messages can be sent to all employees who are listed as email recipients. Employees can use an emergency email address ([emergency@abcadulthoodschool.com](mailto:emergency@abcadulthoodschool.com)) which is routed to all administrators and key office personal for emergency communication during lockdowns.
3. Email, text or phone call: Messages can be sent to all individuals who are listed as email recipients within the student records management database - ASAP 3.0 system. Messages can be sent through the Remind App to all staff who opted to receive text messages.
4. Police Notification: Police will deliver messages through radios located in each police vehicle when available on campus.
5. Local Media: This is handled through the ABCUSD Office of the Superintendent. The Superintendent's Office will address all media such as radio, television and newspapers.

Situations for which emergency notifications will be used may include but are not limited to:

1. Potentially life threatening situations (including those that may exist near or around the campus boundaries) such as an active shooter, intruder on campus, bomb threats, or extreme weather (fire, floods, etc.)
2. Disasters, natural or otherwise: Earthquake, tsunamis, aircraft crashes, biological hazards or pandemics.

In the event of an emergency, mass notification of students and employees is currently made by sending a message via email, text or phone call to currently enrolled students and all staff members using Blackboard Communications HQ.

When the Cerritos Sheriff's Station decides that the emergency no longer exists, an "all clear" message will be sent using one or more of the above systems directed to all students, staff and visitors. Follow-up information is provided, as needed, to the community, by the administrator on duty, ABCUSD Office of the Superintendent or law enforcement agents. All systems are maintained regularly and routinely tested to ensure compliance and reliability.

Evacuation procedures and routes are listed in each classroom and building on each campus. Students are required to familiarize themselves with the evacuation procedures in each of their classes.

The Cerritos Sheriff's Station is notified in the event of an incident of a criminal nature. Crimes in progress and other emergency situations in "on-campus" buildings are to be reported directly to the Cerritos Sheriff's Station by dialing 9-1-1. Non-emergency notifications should be reported to the Cerritos Sheriff's Station at (562) 860-0044. A school administrator should always be notified of any emergency and/or non-emergency situation as well.

**Campus Lock Down** is a procedure used when an unauthorized or aggravated person is on campus or there is a hazardous chemical spill in the immediate vicinity. A Campus Lock Down secures staff and students by limiting access to the school classroom, offices, and other buildings. As part of this procedure, everyone must remain inside until the situation has been declared safe and given the "All Clear" signal by an authorized person (e.g., the Principal, site administrator or a law enforcement officer).

**Shelter-in-Place** is a procedure implemented during the following types of crisis: chemical accident, hazardous material spill, nuclear attack, aircraft accident, pesticide exposure, air quality advisory or earthquake. Shelter-in-Place secures staff and students by limiting exposure to outside atmospheric conditions. As part of this procedure, everyone must remain inside until the situation has been declared safe and given the "All Clear" signal by an authorized person (e.g., the Principal, site administrator or a law enforcement officer).

Evacuation procedures are implemented under the following types of crisis: fire, earthquake, flood, or utility failure.

Pursuant to Education Code 32286, specific detailed information regarding ABC Adult School's Comprehensive School Safety Plan and security policies is available on the following ABC Adult School website: [www.abcadulthoodschool.edu](http://www.abcadulthoodschool.edu). Upon request, a hard copy of these documents is also available in the ABC Adult School Main Office and the Financial Aid Office located at: 12254 Cuesta Drive, Cerritos, CA 90703.

## **TIMELY WARNINGS**

In the event that a *Clery Act* crime occurs and represents a serious or continuing threat to students and employees, ABC Adult School administrators will immediately notify the local police department. The first responders to the scene are usually the police and emergency personnel. They will respond and work together to manage the incident. Depending on the nature of the incident, other departments and other local or federal agencies could also be involved in responding to the incident.

Upon verbal or written confirmation (by law enforcement, emergency personnel or school staff) of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, the administrator on duty, designee, or police department will immediately notify the campus community via a public address system and e-mail messaging, Blackboard Mass Notification. The content of the notification is as follows, "This is a lockdown" or "Evacuate the building. This is not a drill." In the event of an actual emergency, all students, employees, and visitors will be directed to a safe location, by local police officers or emergency first responders. When additional resources are needed, school administrators and staff will assist with this process.

If it is determined that the emergency is of sufficient gravity as to require either a lockdown or evacuation, the administrator on duty or designee will "without delay", taking into the account the safety of the community, determine the content of the notification and begin the notification process. This is the case, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

All ABC Adult School employees receive training in responding to critical incidents on campus. Annual drills are conducted by ABC Adult School to test the effectiveness of procedures outlined for emergency evacuations and intruders on campus. The Site Safety Administrator schedules all drills and coordinates with the sheriff's station and site administrators throughout the drill process. Information detailing both of these procedures is published each year, in adherence to *Clery Act* compliance efforts. Instructors provide incoming students with information regarding the location of emergency exits in the buildings, as well as, the direction they should travel when exiting the facility during a short-term building evacuation.

Additionally, scheduled earthquake, fire and lockdown drills provide all occupants with opportunities to practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The emergency notification system is also tested during drills and revised as needed.

In the event that a situation arises (either on-campus or off-campus) that, in the judgment of the Sheriff's Station, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued via ABCUSD Office of the Superintendent's Office and through a public address system depending upon the sensitivity and time factors.

## **CRIME STATISTICS AND CRIME LOGS**

Crime statistics are reported pursuant to guidelines specified in the *Jeanne Clery Crime Disclosure Act* and as defined under the FBI Uniformed Crime Reporting procedures. Crime statistics for ABC Adult School are not available for the last three years but will be reported for subsequent reports. A daily crime log is available for review, upon request. The Financial Aid Coordinator and Assistant Principals are

responsible for collecting this data. Students, prospective students and employees may contact the ABC Adult School Main Office at both campuses to access this information.

For more information regarding campus security or crime statistics, please contact Nancy Amara, Principal, at (562) 229-7960.

### **CRIME COLLECTING AND REPORTING PROCEDURES**

Students, faculty and staff are strongly encouraged to accurately and promptly report all crimes to local law enforcement. Any suspicious activity of a person seen in the parking lots or loitering around vehicles or inside the building should be reported to the local law enforcement agency. ABC Adult School does not have a police or security department; therefore, ABC Adult School will review its crime logs maintained by administration and request the *Clery Act* crime statistics from the Cerritos and Lakewood Sheriff's Stations in accordance with the campus geography for subsequent reports.

**The emergency contact number is 9-1-1.**

**The contact number for the Cerritos Sherriff's Station is (562) 560-0044.**

In addition, students, faculty, staff and other members of the community should report a crime to the following administrators for the purpose of making timely warning reports and the annual statistical disclosure.

Nancy Amara, Principal (562) 229-7960

Kathy Evans, Assistant Principal (562) 229-7960

Chuck Minear, Assistant Principal (562) 229-7960

It is the policy of ABC Adult School to provide prompt, sensitive and confidential service to all members of the campus community who may require assistance.

The following procedures have been established for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in ABC Adult School's future crime statistics.

- If you are the victim of a crime, or if you need to report a crime, please report the incident as soon as possible to an instructor or ABC Adult School administrator.
- If you witnessed a crime, note the description of the person(s) committing or assisting along with any automobile information such as make, model, and license plate number, along with direction of travel.

To report a crime or an incident that you do not want reported to the Cerritos Sherriff's Station, you should contact the Principal or one of the Assistant Principals. It should be noted that this staff member must report any crime listed in the *Clery Act* to the reporting office. The report will be written to ensure the anonymity of the victim, while taking steps to ensure the future safety of the campus community. This information allows the Assistant Principals or Principal to keep an accurate record of the number of incidents involving students, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school and community of potential danger.

ABC Adult School, upon written request, will disclose to any alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the school against the alleged student perpetrator.

### **PROCEDURES FOR CONFIDENTIAL REPORTING**

Victims of crime may not want to pursue action with the school or the criminal justice system and may still want to consider making a confidential report. With permission, the Principal, Assistant Principals or a designee of the school can complete an incident report detailing the incident without revealing the victim's identity. ABC Adult School's administrative staff verbally encourages all victims to report crimes. The purpose of confidential reporting is to comply with the wish to keep matters confidential while taking measures to keep the campus community safe. Statistics, from reports filed in this manner, are counted and disclosed as part of the annual crimes statistics.

ABC Adult School does not have reporting procedures that encourage pastoral and professional counselors to inform the persons that they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### **TO REPORT AN EMERGENCY**

Emergencies are unexpected events that must be dealt with urgently to protect the health and safety of others. Emergencies may be related to natural disasters such as earthquakes, criminal activity such as armed robberies, environmental disasters, or highly contagious health concerns.

The campus community is obligated to report all unsafe activities, potential and real emergencies, and/or criminal activities to the Principal or Assistant Principals as soon as possible. The following guidelines are as follows:

- When reporting emergencies by telephone, call (562) 229-7960 and ask for the administrator on duty.
- Please state your name, telephone number, and location.
- Give clear and accurate information.
- Be prepared to supply suspect and vehicle descriptions and the direction of travel.
- Please do not hang up until you have provided the office staff or site administrator on duty with all of the information that they request.
- If you find yourself on-campus when you need to report an emergency, any ABC Adult School Main Office staff can assist you in connecting you with the administrator on duty.
- Based on the nature of the report, you may be asked to provide a statement for accurate reporting purposes.

### **ACCESS POLICY**

ABC Adult School does not have any campus residences. The campus provides access to its buildings during normal business hours to all employees, students, invitees, and visitors.

Per ABCUSD Board Policy 1250, "all visitors shall register immediately upon entering any school building or grounds when school is in session."



Fifty security cameras located throughout the Cuesta campus and 46 security cameras located throughout the Cabrillo Lane campus provide additional security. For additional information regarding how our institution keeps its facility secure, please refer to the Comprehensive School Safety Plan at [www.abcadultschool.edu](http://www.abcadultschool.edu).

### **SECURITY AWARENESS PROGRAMS**

Periodic safety and security awareness programs are in place for students and employees of ABC Adult School. The common theme of these programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The safety rules, including information regarding crime prevention, harassment, fire safety, incident reporting procedures, safety and wellness programs are reviewed during the first week of class and available to students in the Comprehensive School Safety Plan. Security, including crime prevention, is reviewed with employees at hire dates and during staff meetings. Instructors are required to discuss emergency evacuation procedures and safety policy on the student's first day of class. Visual emergency exit diagrams and procedures are posted at the entrances of all campus rooms.

### **HATE CRIMES**

The ABC Unified School District's Board of Education affirms the right of every student to be protected from hate motivated behavior. It is the intent of the administration to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices shall not be tolerated. Incidents of hate violence should immediately be reported to the school site administrator and the Cerritos Sheriff's Station. The sheriff's station does not condone hate violence, and is charged with ensuring that the rights guaranteed by state law and the U.S. constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs. To further reiterate ABCUSD School Board's policies on harassment please review the following Board Policies:

#### **ABCUSD BP 5145.3(a) and (b) Nondiscrimination/Harassment**

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration, ethnic group identification, age, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school. Unlawful

discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above.

Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the District's BP 5145.3(b) NON-DISCRIMINATION/HARASSMENT nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the District's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

#### ABCUSD BP 5145.9(a) Hate-Motivated Behavior

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the District shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior.

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

The District shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the District's policy on hate-motivated behavior.

#### ABCUSD BP 4030(a) Non-discrimination in Employment

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the District to provide services, as applicable.

The District shall not discriminate against or permit discrimination or harassment against any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The District shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of

unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
  - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the District's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
  - c. Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
  - d. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the District or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the District's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted.

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the District or to disclose information about harassment or other unlawful employment practices, except as provided for in Government Code 12964.5 or its successor.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator on the next business day after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The District shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the District's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the District's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the District's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Hate crime categories include murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

ABC Adult School takes hate crimes and all criminal offenses seriously and encourages the campus community to report any crime to the Principal or Assistant Principals. Crimes can also be reported by calling 911.

#### Sanctions:

- Students - Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. (Education Code 48900.2) The Superintendent or designee shall recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. (Education Code 48915(c))
- Employees - Written Report on Findings and Corrective Action: No more than 30 days after receiving the complaint, the Coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator shall notify the complainant of the reasons for the extension and the estimated additional time needed. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

#### **SEXUAL OFFENSE POLICY**

ABC Adult School is required by the *Clery Act* to include in its Annual Security Report information about the school's sexual offense policy and procedures, prevention and how to access information on registered sex offenders in the community.

The Cerritos Sheriff's Station and Los Angeles County Rape Crisis Center offer sexual assault education and information programs to community members upon request. Literature on date rape education, risk reduction and response is also available in the ABC Adult School Main Office and Financial Aid Office. Sexual assault is not tolerated by ABC Adult School. ABC Adult School will promptly investigate all allegations of sexual assault and take appropriate action where required. A student or employee who reports to ABC Adult School that they have been a victim of sexual assault, whether the offense occurred on or off campus, will be referred to the Cerritos Sheriff's Station by administration.

#### DEFINITIONS:

Sexual Assault - Defined as any sexual act directed against another person, 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 temporary or permanent mental or physical incapacity or because of his/her youth. Sexual assault includes, but is not limited to rape, forcible sodomy, penetration with a foreign object, sexual battery or the threat of sexual assault. There is legally no consent when either partner:

- is below the legal age of consent
- fears the consequences of not consenting (including the use of force)
- feels threatened or intimidated
- is coerced
- says no, either verbally or physically (e.g. Crying, kicking or pushing away)
- has disabilities that prevent the person from making an informed choice
- is incapacitated by alcohol or drugs
- lacks full knowledge or information of what is happening
- is not an active participant in the activity.

Consent in reference to sexual activity- Defined as a voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement. It is an active agreement, not a passive nod of the head or smile. Consent cannot be coerced, never implied, and cannot be assumed, even in the context of a relationship.

Just because one is in a relationship does not mean that that person has permission to have sex with a partner.

The Cerritos Sheriff's Station is the primary respondent for all campus emergencies and all reports of criminal activity on the ABC Adult School campus and on public property within or immediately adjacent to and accessible from the campus. This includes reported incidents of domestic violence, dating violence, sexual assault, or stalking. It is ABC Adult School's policy to notify the Cerritos Sheriff's Station and for them to implement investigational procedures with ABC Adult School's administration's cooperation. Witnesses, as well as, victims are encouraged by ABC Adult School to report crimes on a voluntary, confidential basis for inclusion in the school's crime statistics.

#### Sanctions:

- Student: If a student is found guilty of committing a sexual offense, they will be dismissed from school.
- Employee: If a determination is made that an employee is guilty of committing a sexual offense, the district may take disciplinary action, including suspension and dismissal, in accordance with law, board policy, administrative regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

#### What To Do If You Are Sexually Assaulted:

If you are a victim of a sexual assault at ABC Adult School, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. ABC Adult School strongly advocates that a

victim of sexual assault report the incident as soon as possible. Time is a critical factor for evidence collection and preservation.

An assault should be reported directly to the Cerritos Sheriff's Station 911 or (562) 860-0044 and/or to the Principal, Assistant Principals or administrative designee. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. However, reporting is at the victim's discretion.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The Principal, Assistant Principals or administrative designee will assist the student in notifying the authorities (if the student requests) and can refer the victim to a non-related, outside counseling service such as a local rape counseling center.

Sexual Assault Disciplinary Action:

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. To initiate disciplinary action against a student or employee for sexual assault, a report must be made to the Principal. The following disciplinary procedures will be conducted in cases of an alleged sex offense:

- ABC Adult School will notify the Director of Secondary Schools about the complaint.
- The principal or designee shall promptly investigate all complaints. In so doing, he/she will talk individually with:
  - The student/employee who is complaining
  - The person accused of harassment
  - Anyone who saw the harassment take place
  - Anyone mentioned as having related information
- The student who is complaining shall have the opportunity
- ABC Adult School will delegate a representative to provide a prompt, fair, and impartial investigation of the specifics in the case, interview the accuser and accused, and any witnesses.
- The representative will have received annual training on the issues related to sexual assault and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- ABC Adult School will conduct a meeting during which the accuser and the accused are entitled to participate and have the option of one person who has no formal legal training to accompany them throughout the meeting.
- If warranted, ABC Adult School may contact the local police to assist in the process.

- ABCUSD Assistant Superintendent or designee will be contacted to assist with the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- Both the victim and accused will be receiving simultaneous notification, in writing, of the outcome of any meeting and any available appeal procedures.
- A student found guilty of sexual misconduct could be suspended from school, recommended for expulsion, referred for other appropriate actions, and may be criminally prosecuted, per ABCUSD BP 5145.7(a).
- Any district employee accused of abusing, assaulting or neglecting a student may be subject to appropriate disciplinary action including suspension and dismissal pending the outcome of an investigation by the appropriate agency, per ABCUSD BP 5141.4(d). The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

#### Prevention and Awareness Programs:

ABC Adult School is committed to providing services, resources and support to the victims of sexual assaults, domestic violence, dating violence and stalking. ABC Adult School explicitly prohibits these crimes. Any sexual assault or physical abuse, including, but not limited to, rape whether committed by an employee, student or member of the public, which occurs on District property, is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity, respect, and be provided with comprehensive assistance.

Information to educate students and employees and promote awareness about domestic violence, sexual assault, dating violence, date rape and stalking is available in the ABC Adult School Main Office. In addition, there is referral information/literature about date rape, risk reduction, and sexual assault available to students and employees. This literature is located in the ABC Adult School Adult Main Office. Anonymous help and mental health counseling referrals can be obtained through ABC Adult School administrators. Employee assistance referrals are available through the ABCUSD Human Resources Department. ABC Adult School's primary concern is the safety of the survivor and campus community.

#### Risk Reduction and Prevention Awareness Campaign for Students and Employees:

- Walk with friends or with others to and from the parking lot areas.
- Be aware of your surroundings.
- Do not focus/text on your cell phone when walking.
- Have your car keys ready. Do not focus on searching through your purse or backpack. Check your backseat before entering your vehicle.
- Do not pick up unknown persons to give them a ride to their parking space.
- During the early stages of dating, consider dating with a group of people you know. Have a pre-planned signal to let your friend know that you want to leave or need help.
- Communicate clearly and often to your partner. It's never too late to say "No."
- Don't be embarrassed or ashamed to say "No" or ask someone to stop.
- Verbalize your expectations with your date. Talk about boundaries.



- Trust your instincts. Guard your personal space. If someone makes you feel uncomfortable, remove yourself from the situation.

#### Bystander Intervention:

Bystander intervention focuses on helping individuals understand and become more sensitive to crimes of sexual assault, domestic violence, dating violence, and stalking by providing prevention and interruption skills.

The bystander role includes:

- Recognizing and interrupting situations of potential harm
- Understanding conditions that facilitate violence
- Intervening to prevent an assault before it happens.
- It involves speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking.

The following bystander strategies may be utilized:

- If bystanders notice an incident taking place, they should contact the police immediately.
- Assume responsibility. Be ready to intervene, even if others do not.
- Speak up if you see someone leaving with a person he/she knows is drunk.
- Attempt to help. This may include helping a person to leave a situation, confront a behavior, diffuse a situation, or call for other support.
- Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary but keep yourself safe.
- If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.
- Remember, if you perceive someone to be in presence of immediate harm; do not hesitate to call 9-1-1.

#### **SEX OFFENDER REGISTRATION:**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, public information regarding sex offenders in California may be obtained by viewing the Department of Justice Online Megan’s Law website, at: <http://www.meganslaw.ca.gov>. Sex offenders are required to register and provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student. Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

## **VIOLENCE AGAINST WOMEN ACT OF 2013 (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Act of 2013 (VAWA). The law amended the *Clery Act* and required schools to provide students and employees the procedures to follow once an incident of domestic violence, dating violence and/or stalking has been reported.

ABC Adult School includes statistics on the VAWA crimes in their Annual Security Report. A student or employee who reports to ABC Adult School that the student or employee has been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, has rights and options as described in the Domestic Violence, Dating Violence and Stalking Policy.

For more information, please see the Violence Against Women Act of 2013:

<https://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf>

Sexual Assault - Defined as any sexual act directed against another person, 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 temporary or permanent mental or physical incapacity or because of this/her youth. Sexual assault includes, but is not limited to rape, forcible sodomy, penetration with a foreign object, sexual battery or the threat of sexual assault.

Consent in reference to sexual activity- Defined as a voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement. It is an active agreement, not a passive nod of the head or a smile. Consent cannot be coerced, is never implied, and cannot be assumed, even in the context of a relationship. Just because one is in a relationship does not mean that person has permission to have sex with a partner.

Domestic Violence - Defined as a felony or misdemeanor crime(s) of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse or the victim under the domestic family violence laws where the violence occurred, 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 California.

Dating Violence - Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship may be determined by the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking - Defined by the VAWA Amendment as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

Domestic violence, dating violence or stalking by an employee or student is prohibited and will not be tolerated by ABC Adult School. In the event that a student or an employee is alleged to be the victim or perpetrator of domestic violence, dating violence or stalking, a school administrator will promptly investigate all allegations of these alleged crimes and take appropriate action as required.

### Rights to Confidentiality:

The name or identity of a victim of domestic violence, dating violence, sexual assault or stalking crime will be kept confidential upon request of the victim, per Penal Code Section 293 and Government Code Section 6254 (f). To protect the privacy of the individuals involved, the school will not release names without the consent of those involved, unless the release is essential to the health and safety of the victim, or the campus community, or in the fulfillment of the legal obligations of the school.

### What to do if you are a victim of domestic violence, dating violence, or stalking:

If you are a victim of domestic violence, dating violence, or stalking your first priority should be to get to a place of safety. If necessary, you should then obtain necessary medical treatment or forensic examination. ABC Adult School strongly advocates that a victim of sexual assault, domestic violence, dating violence, or stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. The alleged offense should be reported to the Principal, Assistant Principals or designee, in writing, especially for crimes committed on or near the campus.

In addition, victims should report directly to the Cerritos Sheriff's Station 911 or (562) 860-0044 to obtain information regarding having a forensic examination. Reporting is at the victim's discretion. The Principal, Assistant Principals or administrative designee can assist the employee or student in notifying authorities, if requested.

Filing a police report with the Cerritos Sheriff's Station will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- Ensure that a victim of domestic violence, dating violence, or stalking receives the necessary medical treatment; and
- Provide opportunity for the collection of evidence as it may be necessary to the proof of criminal or institutional conduct proceeding arising from the report of domestic violence, dating violence or stalking or in obtaining a protection order.

ABC Adult School does not provide on-campus or off-campus professional counseling services. However, ABC Adult School can refer the victim to a non-related, outside counseling service such as a local domestic violence agency. Such agencies can provide mental health, victim advocacy, legal assistance, visa and immigration services, and other services for victims. Employees of ABC Adult School can contact the Human Resources Department for assistance with resources.

### Disciplinary Action for Domestic Violence, Dating Violence and Stalking:

The victim of domestic violence, dating violence or stalking may decide to pursue an investigation through the criminal justice system, ABC Adult School, or only the latter. To initiate disciplinary action against a student or employee, by contacting ABC Adult School Principal, Assistant Principals or administrative designee.

The following disciplinary procedures (steps) will be conducted in cases of an alleged domestic violence, dating violence or stalking that occur when the alleged is an employee or student:

1. ABC Adult School will delegate a representative to provide a prompt, fair and impartial investigation of the specific facts in the case, interview the accuser and accused, and any witnesses.
2. ABC Adult School administrators, in conjunction with trained representatives, will have received annual training on the issues related to domestic violence, dating violence and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.
3. ABC Adult School will conduct a meeting during which the accuser and the accused are entitled to participate and have the opportunity to be accompanied to any related meeting by the advisor of their choice.
4. Both the accuser and the accused will be simultaneously informed in writing of the school's determination with respect to the alleged domestic violence, dating violence and/or stalking offense and any sanction that is imposed against the accused.
5. The accused and/or the victim have a right to appeal the results of the disciplinary proceedings. The appeal must be made in writing to the Principal and must address the specific concern or concern that he or she is not in agreement with. If an appeal is received, all the documentation, evidence and reports will be reviewed by the legal counsel.
6. ABC Adult School will consult with the ABCUSD legal counsel and notify the accuser and accused. A final determination will be made and will not be appealable. Compliance with these provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.P.S.C. 1232g) commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Disciplinary Proceedings/Standard of Evidence:**

ABC Adult School is committed to providing a fair and impartial process for a disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. The standard of evidence used during the disciplinary process will be a preponderance of evidence. This definition is the same as is used in most civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of evidence means that the offence "more likely than not" occurred. The proceedings are conducted by ABCUSD officials, who receive annual training, related to domestic violence, dating violence, sexual assault, and stalking, including training that protects the safety of victims and promotes accountability.

**Sanctions:**

- Student: If a student is found guilty of committing an act of domestic violence, dating violence, sexual assault or stalking, they will be dismissed from school.
- Employee: If a determination is made that an employee is guilty of committing an act of domestic violence, dating violence, sexual assault or stalking, the district may take disciplinary action, including suspension and dismissal, in accordance with law, board policy, administrative regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

**Reasonable Accommodations for Victims:**

If requested by the victim, and if such accommodations are reasonably available, victims of domestic violence, dating violence or stalking may have an option to change their academic, living, transportation,

and working situations regardless of whether the victim chooses to report the crime to local law enforcement. In addition, ABC Adult School and ABCUSD will make reasonable accommodations to assist victims with schedule and/or academic changes if an order of protection, order of no contact, restraining order or similar lawful order is issued by a criminal, civil or tribal court.

### **Prevention Programs:**

ABC Adult School maintains literature and other information to educate students and employees about the prevention and awareness of domestic violence, hate crimes, sexual assault and stalking in the Main Office and Financial Aid Office. In addition, ABC Adult School has a list of resources available locally that can provide counseling and additional referral information.

### **SUBSTANCE AND ALCOHOL ABUSE**

Per ABCUSD Board Policy 5131.6(a), ABCUSD will make an effort to keep all district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

It is the policy of ABCUSD to provide a drug-free workplace in compliance with the Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989". All staff is provided with this information and sign to confirm receipt and review of the electronic pamphlet. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance during, or after school hours at school or in any other district workplace.

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations.

ABC Adult School will take appropriate action to eliminate possession, use, and sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students are required to comply with the district policy as a condition of their continued enrollment.

#### Sanctions:

- Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including expulsion in accordance with law, Board policy and administrative regulations.
- The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

All staff and Program students are provided a copy of ABC Adult School's Drug and Alcohol Policy for a Drug-Free Workplace and provide their signature on the document to confirm receipt and review. An electronic copy of ABC Adult School's Drug and Alcohol Policy for a Drug-Free Workplace is also sent to

all enrolled students. The policy contains information regarding health risks associated with drug use, and available resources such as:

- CAADPE – California Association of Alcohol and Drug Program Executives, Inc.  
(916) 329-7409  
<http://www.caadpe.org/>
- SAMHSA – Substance Abuse and Mental Health Services Administration  
(877) 726-4727  
[www.samhsa.gov](http://www.samhsa.gov)

Consumption or possession of alcohol by persons under the age of 21 or any other person is not permitted on the property of the ABC Unified School District.

ABC Adult School Administration or the Principal may use their discretion to provide alternatives to suspension/expulsion, including, but not limited to, counseling resources for substance abuse intervention programs.

All state laws regarding underage drinking, alcohol, and the possession, use, and sale of illegal drugs will be enforced by the Cerritos Sheriff's Station and ABC Adult School administration. Violators may be subjected to arrest, fine, imprisonment and /or expulsion from the ABC Adult School program.

#### **TOBACCO FREE CAMPUS**

Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school (ABCUSD BP 5131.62). Therefore, adult students are instructed to smoke outside the campus. On the Cuesta campus, students are usually referred to the sidewalk located by the front staff parking lot adjacent to Cuesta Drive. On the Cabrillo Lane campus, students are usually referred to the sidewalk located by the Cabrillo Lane entrance to the parking lot adjacent to Cabrillo Lane.

#### **WEAPONS POLICY**

The Governing Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school (ABCUSD BP 5131.7(a)).

#### **POLICY ON BULLYING**

The ABC Unified School District Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, electronic, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or cause hate violence

against any student or other person In accordance with the Safe Place to Learn Act, the ABC Unified School District believes that all students have the right to a safe and healthy school environment. Every student is entitled to a safe school environment free from bullying. The ABC Unified School District will provide staff development training in bullying prevention and cultivate acceptance.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and attempting to damage that person's reputation. (ABCUSD BP 5131.2(a))

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1, ABCUSD BP 5131.2(b))

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and preserve any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the principal, Child Welfare and Attendance Supervisor, or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed. When a report of bullying is submitted, the principal, Child Welfare and Attendance Supervisor, or designee may inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the District's uniform complaint procedures specified in ABCUSD BP 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint. Discipline Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with District policies and regulations. (ABCUSD BP 5131.2c)

How you can get help:

- Talk to someone you trust.
- Determine if the behavior violates campus policies or laws. Review student codes of conduct, state criminal laws, and civil rights laws.
- Report criminal acts to campus administrators or community law enforcement.
- Consult the Principal or Assistant Principal to help determine if the behavior is sexual harassment.

If you are being victimized online:

- Block the person doing it from all platforms of social media and communicate only with people you know. If the perpetrator is another student, share evidence with the campus authorities – even though 70% of cyberbullying happens at home, it often involves other students at school.
- If cyberbullying contains threats, intimidation, obscene material or sexual exploitation, immediately report it to the police.
- Seek support and professional help for yourself if there is emotional stress reflected in depression, desperation, anxiety or thoughts of self-harm.

**IMPORTANT PHONE NUMBERS:**

Emergencies, 24 hours: 9-1-1

ABC Adult School: (562) 229-7960

Cerritos Sheriff's Station (562) 860-0044

Los Angeles County Department of Health Services – Emergency Medical Services Agency

(562) 347-1500

Rape/Sex Assault Treatment – RAINN (Rape, Abuse and Incest National Network (800) 656-4673

Domestic Violence Hotline (National) (800) -799 -7233

Domestic Violence Hotline (Women's and Children's Crisis Shelter – Los Angeles) (562) 945-3939

Suicide Prevention Lifeline (800) 273 -8255

**CRIME STATISTICS**

Statistics include crimes committed on campus, near campus geography and campus disciplinary actions which are collected by the ABC Adult School Administration. Since ABC Adult School does not have residential facilities on our campus, no statistics are available. For more information regarding campus security or crime statistics, please contact the office of Nancy Amara, Principal of ABC Adult School at (562) 229-7960. Following is a list of 2018 and 2019 Parts I and II crimes occurring on the ABC Adult School campus. The Uniform Crime Reporting (UCR) Program divides offenses into two groups, Part I and Part II crimes.

The following information was obtained from the Cerritos Sheriff's Station via a Public Records Act Request.



<b>ABC Adult School Arrests and Disciplinary Referrals On Campus and Public Property</b>						
	<b>2018</b>		<b>2019</b>		<b>2020</b>	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
<b>Arrests</b>						
Weapons: Carrying, Possessions, Etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>Disciplinary Referrals</b>	0	0	0	0	0	0
Weapons: Carrying, Possessions, Etc.	0	2	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>Total</b>	0	2	0	0	0	0

<b>ABC Adult School Criminal Offenses (New Crime categories added for Violence Against Women Reauthorization Act of 2013) On Campus and Public Property</b>						
	<b>2018</b>		<b>2019</b>		<b>2020</b>	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
<b>Domestic Violence</b>	0	0	0	0	0	0
<b>Dating Violence</b>	1	0	1	0	0	0
<b>Stalking</b>	0	0	0	0	0	0

<b>ABC Adult School Unfounded Crimes On Campus and Public Property</b>						
	<b>2018</b>		<b>2019</b>		<b>2020</b>	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
<b>Unfounded Crimes</b>	0	0	0	0	0	0

**ABC Adult School  
Criminal Offenses  
On Campus and Public Property**

	2018		2019		2020	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
<b>Criminal Homicide</b>	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0
<b>Sexual Assault (Sex Offenses)</b>	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	1	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	1	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

**ABC Adult School  
Hate Crimes  
On Campus and Public Property  
2018**

	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Ethnicity</b>	<b>National Origin</b>	<b>Disability</b>	<b>Total</b>
<b>Criminal Homicide</b>	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
<b>Sexual Assault (Sex Offenses)</b>	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Larceny Theft</b>	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0	0	0	0
<b>Destruction/Damage/ Vandalism of Property</b>	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0

**ABC Adult School  
Hate Crimes  
On Campus and Public Property  
2019**

	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Ethnicity</b>	<b>National Origin</b>	<b>Disability</b>	<b>Total</b>
<b>Criminal Homicide</b>	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
<b>Sexual Assault (Sex Offenses)</b>	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Larceny Theft</b>	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0	0	0	0
<b>Destruction/Damage/ Vandalism of Property</b>	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0

**ABC Adult School  
Hate Crimes  
On Campus and Public Property  
2020**

	Race	Religion	Sexual Orientation	Gender	Gender Identity	Ethnicity	National Origin	Disability	Total
<b>Criminal Homicide</b>	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
<b>Sexual Assault (Sex Offenses)</b>	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Larceny Theft</b>	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0	0	0	0
<b>Destruction/Damage/ Vandalism of Property</b>	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0