



**Student/Parent
HANDBOOK**

2019-2020

ACADEMY OF THE CANYONS

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

Phone: (661) 362-3056 ♦ Fax: (661) 255-2954

AOC STAFF

Dr. Pete Getz, Principal

Jessica Ayres, Social Studies Teacher	Doug Labus, Math Teacher
Alan Bingham, Maintenance Custodian	Jerry Malkowski, Social Studies Teacher
Connie Bisacchi, English Teacher	Debbie Melillo, Computer Lab Supervisor
Bouseh Borda, Computer Lab Supervisor	Kathy Perkins, Office Assistant
Justine Cubbage, Counselor	Victoria Rubay, Social Studies Teacher
Jillian Edmonson, Counselor	Dr. Wayne Shapiro, English Teacher
Michele Engerran, English Teacher	Michele Siner, Science Teacher
Dustin Funk, Math Teacher	Robert Walker, Social Studies Teacher
Sharon Garvar, English Teacher	Tiffany Walusko, Attendance Technician
Sandra Herrera, Office Manager	Jason Wilhelm, English Teacher
Mike Koegle, Science Teacher	Brianna Zaragoza, Campus Supervisor

CLASSES TAUGHT BY SUBJECT

ENGLISH:

Honors English 9/10/11/12 A/B

SOCIAL STUDIES:

Honors Modern Civilizations A/B

Honors U.S. History A/B

Honors American Government

Honors Economics

SCIENCE:

Biology A/B

Honors Chemistry A/B

Health

MATH:

Algebra I A/B

Honors Algebra I A/B

Algebra II A/B

Honors Algebra II/Trigonometry A/B

Geometry A/B

ELECTIVES:

9TH Grade Seminar

Advisement

Human Geography

Non-Profit Ventures

Personal Finance

Science Contributions in History

Social Emotional Learning

Student Government (ASB)

Yearbook



Expected Schoolwide Learning Results

Academy of the Canyons expects that all students will demonstrate these fundamental attributes valued in our school community.

Students will be

Capable Learners who:

- exceed academic requirements while earning college units
- utilize a variety of resources available to produce high quality work
- can compete in a post high school environment
- are self-directed
- solve problems effectively
- think critically and creatively
- recognize the relationship between effort and success

Effective communicators who:

- utilize technology
- demonstrate active listening and reading skills
- employ written and oral language conventions
- work individually and collaboratively

Conscientious Members of Society who:

- demonstrate personal integrity
- respect cultural diversity and individual differences
- understand local, national, and global issues

WM. S. HART UNION HIGH SCHOOL DISTRICT

GRADUATION REQUIREMENTS

1. Students shall maintain a satisfactory citizenship record. Unsatisfactory citizenship may result in the denial of the privilege of participation in the graduation ceremony.
2. Five credits will be given for each semester subject satisfactorily completed. Any variation from this must be done on an individual basis and have prior approval of the High School Principal.
- 3 a. No student shall receive a diploma if the California High School Exit Exams have not been passed.
 - b. All students must complete one full course of Algebra I.
 - c. Any student who has failed to meet all graduation requirements shall not participate in the graduation ceremony.
4. Students shall complete a minimum of 220 credits (Beginning with the class of 2019 the requirement will increase to 230 credits) . Credits earned in the summer session immediately prior to September of the ninth grade year will be counted if the student was a middle school graduate the previous semester.

Students will meet the graduation requirements for their class at the time their original (entering) class graduates. Under normal circumstances the original class is defined as that ninth grade class the student was a part of when he/she entered high school.

5. Any student enrolling in a comprehensive high school in the Hart District from another district must be enrolled in and pass a minimum of twenty units of credit in order to graduate from a Hart District High School, regardless of the number of credits transferred from another school.
6. Students shall obtain credits as follows:
 - A. **English** – 40 credits
 - B. **Social Studies** – 30 credits
 1. Grade 10 – Modern Civilization – 10 credits
 2. Grade 11 – U.S. History – 10 credits
 3. Grade 12 – American Government and Economics – 10 credits
 - C. **Science** – 20 credits, including 10 credits - Physical Science and 10 credits - Biological/Life Science
 - D. **Mathematics** – 20 credits (Must include completion of Algebra I)
30 credits beginning with the class of 2019
 - E. **Health**–2.5 credits
Requirements for instruction in first aid, fire prevention, public safety, accident prevention, alcohol/narcotics, and communicable diseases (including venereal diseases) are met in this course.

- F. **Fine Arts** – 10 credits, ***or*** Foreign Language – 10 credits and Fine Arts – 5 credits.
 - G. **Practical Arts** – 5 credits, chosen from the following areas:
 - 1. Home Economics
 - 2. Industrial Education
 - 3. Business Education
 - 4. ROP programs
 - H. **Physical Education** – 20 credits
Students shall be enrolled in Physical Education during each semester of attendance of the ninth grade and an additional two semesters in grade 10, 11, or 12.
 - I. **Electives** – 72.5 credits
7. Any variation from the specific courses required for graduation by the Education Code must have the approval of the school principal.
8. Any course taken with the Wm. S. Hart Union High School District and used to meet a subject matter requirement as specified in these regulations must be approved by the Board of Trustees and appear in the adopted Master Course Directory.
9. All students shall be required to attend high school for a minimum of eight full semesters, grades 9-12, excluding summer school. Waivers may be granted under the provisions of Administrative Regulation 5127.1 – Early Graduation.

ACADEMY OF THE CANYONS

*** IMPORTANT INFORMATION ***

College Attendance:

It is important that students have good attendance in all college classes. If a student does not attend the first college class session, he/she will be dropped from that class. If a student misses a total of three classes during the semester, the COC instructor will drop the student from that class. There are **no excused absences** in college classes. If you miss a college class, you will most likely miss valuable information that will help you to get a good grade. Make it a goal to attend every class.

I.D. Cards:

You will receive two ID cards. One is your AOC ID and the other is your COC student ID card. Your COC card is used as your library card, and for other identification purposes on campus. If you have not already received your COC card, go to the Office of Student Development in S-103 (across from the Bookstore), and have your picture taken. It is important that you carry it with you at all times while on campus. Your AOC ID card is needed as school ID, to check out high school textbooks, etc. **Students are required to carry both ID cards every day at school.**

Textbooks:

All textbooks for high school classes will be provided for you. You are responsible for the purchase of all books needed for college classes. You may call the COC bookstore (362-3255) to ask if textbooks for your particular subjects are in. It is not necessary to purchase books for college classes prior to the first day of class, although many students prefer to do so. College textbooks may be purchased at the COC bookstore, other book stores, or at various sites online. AOC students are encouraged to buy used books whenever possible to reduce the cost. **Save your receipts** in case you need to return a book during the first week.

ACADEMY OF THE CANYONS

IMPORTANT --STUDENT ATTENDANCE PROCEDURES

When you are absent from school, **your parent/guardian should call the Academy office (362-3056) on the day you are absent.** Parents may call the Academy Office and leave a message 24 hours a day, seven days a week. Absences not cleared within 3 days will result in a truancy on your attendance record.

Once you have reported to school on the AOC campus, you **may not leave** without first reporting to the AOC office. Anywhere on the COC campus and all parking lots are considered to be off campus. Students are not to leave the AOC campus at any time during the hours of their high school day. **Leaving campus without permission from the office will be considered a truancy. If you become ill at school, you must go to the AOC office where you will be given permission to leave campus.**

Please refer to the Absence Classification Chart below so that you will understand clearly the effect a student's absences may have on his/her class make-up work.

Absence Classification Chart

Absence	Examples	Procedures for Parent	Make-up Work Allowances
EXCUSED	Illness, Medical Appt., Funeral (immediate family), Approved School Activity, Quarantine	Note or Phone Call AT TIME OF/OR WITHIN 3 DAYS OF ABSENCE	Student allowed to complete work with full credit in accordance with teacher's make-up schedules. (See course syllabus)
WARRANTED	Court, Verified Family Emergency, Religious Activity, Essential Family Travel, Job Interview, Funeral (not family), Community Disaster	WRITTEN NOTE IN ADVANCE...Except in Emergency Cases	Student allowed to complete work with full credit in accordance with teacher's make-up schedules. (See course syllabus)
UNEXCUSED	Absence due to suspension or carelessness (i.e., oversleeping, out of gas, shopping, missed bus) Driving Test, Personal, Working, etc.	Note or Phone Call AT TIME OF/OR WITHIN 24 HOURS OF ABSENCE (except for suspension)	Teacher discretion regarding make-up work.
TRUANT	Student intentionally and deliberately failed to report to class without reasonable cause. Student leaves campus when ill without permission from office.		NO MAKE-UP WORK WILL BE PERMITTED.

TARDIES:

Students are required to be in each class on time. Being on time is each student's individual responsibility. Students who are tardy repeatedly are subject to the consequences as outlined in the Tardy Policy.

Students are advised to leave ample time to park in student parking lots and walk to the AOC campus.

Academy of the Canyons Middle College High School

TARDY/TRUANCY POLICIES

A direct correlation exists between good attendance and high achievement. Students with good attendance achieve higher grades, enjoy school, realize success, gain the necessary credits for graduation, and learn positive habits that carry over to their college classes and their personal and occupational achievement. Staff and parents must work together to stress and promote the value of good attendance.

Tardies

Students who arrive late to class are considered to be tardy. Students who arrive late for any reason should check in to the office where he/she will be given a tardy slip. This tardy slip should be presented to the teacher upon entering class. Students will not be allowed to enter a classroom late without a tardy slip. Three or more total tardies will be considered excessive.

On the fourth tardy, and for every tardy thereafter, the teacher will contact the parent to notify them of the excessive tardy pattern. Students with excessive tardiness may be considered truant, and may not be allowed to turn in late work at the discretion of the teacher. Excessive tardies may result in a transfer back to the student's home school.

Truancies

An absence is considered a truancy whenever, in the judgment of the Principal or designee, the student intentionally and deliberately failed to report to an assigned class or classes, without reasonable cause. *According to Education Code section 48260, any student tardy in excess of 30 minutes will be considered truant.* Students who are truant will not be permitted to make up any work or tests missed during the time of truancy. Excessive truancies may result in a transfer back to the student's home school.

Parents are to call the AOC school office between the hours of 8:00 a.m. and 2:00 p.m. on EACH DAY OF AN ABSENCE to avoid truancy.

ACADEMY OF THE CANYONS

MAKE UP WORK POLICY

Students shall have a minimum of one day to make up work missed for each day or part of a day of excused or warranted absence. If a student returns from one or two days of excused or warranted absences on the day of a previously announced test or examination, and no additional material from those one or two days appears on the test, the student shall be expected to participate in the test or examination on the day of his/her return. On long range assignments (e.g., papers, book reports, or projects assigned with at least two weeks of advance notice), teachers may require the student to hand in the assignment on the day the student returns to class, provided the student was not absent the three days immediately preceding their return. Students who have an extended excused absence (three or more days) should contact the teacher personally to discuss alternative arrangements for turning in their assignment. It is the student's responsibility to get all make up work for days they are absent.

ACADEMIC INTEGRITY

Cheating, in any form, will not be tolerated at Academy of the Canyons. Students who are in violation of the Wm. S. Hart UHSD Academic Integrity Policy on any assignment will be subjected to appropriate measures to assure they do not cheat on future assignments. Parents will be contacted by the teacher, and a report of the incident will be kept on file in the office. If appropriate, the student will not be allowed to return to the Academy the following semester.

SMOKING

The William S. Hart Union High School District is a non-smoking district. Smoking is not allowed at any district facility or at any school sanctioned event. These rules apply to Academy of the Canyons and its students. Academy students are prohibited from smoking while they are on the Academy campus or in any location during their high school time. College of the Canyons is also a non-smoking campus and smoking is prohibited anywhere on the COC campus including parking lots. Students caught smoking or in the possession of tobacco or any tobacco product will be subject to school suspension.

DROPPING OR ADDING COLLEGE CLASSES

There are times when it may be necessary for a student to drop or add college classes. If this is necessary the student must first get the permission of the AOC Counselor and the AOC Principal. ***Students are not allowed to alter their college schedule without first receiving permission.*** Students who change their college schedule without first receiving permission jeopardize their standing at the Academy.

VISITORS ON CAMPUS

Parent visitors, and any adults doing business on campus, are welcome at Academy of the Canyons during school hours. Visitors must sign in/out and obtain a “visitor’s pass” from the administration office upon arrival. Teenage visitors are *not* allowed on campus during school hours. Please do not invite your friends to the school campus.

WORK PERMITS

California State Law requires that:

All minors under 18 years of age must have a work permit issued by their school before being employed.

Work permit applications are obtained from the office. Students should plan ahead and allow a full day for permit processing after returning the completed form to the office.

HIGH SCHOOL TEXTBOOKS

All students will be loaned textbooks for high school classes. At the end of the semester or school year, students will be required to return to AOC all textbooks issued. Textbooks are extremely valuable to any school. If books are lost or damaged, beyond normal wear, students are responsible for paying the replacement value for the book.

PLAGIARISM POLICY

Why are we concerned about plagiarism?

Last year, the Academy teachers taught students how to avoid plagiarism in their work and expected students not to plagiarize. Most students respected our expectations and did not plagiarize, but some did. This was not an unusual situation compared to other high schools in the nation. Quite the contrary. Many educators are finding that the work submitted was not written in part or in its entirety by the student who submitted it. Why should we be concerned? For many reasons, the most practical being the student's academic future. Most colleges have swift and severe consequences for plagiarism, often including expulsion and permanent marks on the student's academic transcript. We explain this possibility to our students. If they choose to jeopardize their academic careers, they understand the consequences. What is so baffling to educators is that many students lack academic honesty and integrity. Many students don't see that copying work done by someone else is wrong. It violates the basic relationship between teacher and student. It harms one's personal character. It is wrong. We want parents to know what plagiarism is, what we expect our students to do to avoid plagiarism, and what our policy is for those who submit plagiarized work.

What is plagiarism?

According to The Nuts and Bolts of College Writing, "the Random House dictionary defines plagiarism as the unauthorized use or close imitation of language and thoughts of another author and the representation of them as one's own original work." Plagiarism includes:

- 1. Quoting material without attribution.** The most obvious kind of plagiarism.
- 2. Passing off another's idea as your own, even if it's been reworded.** Changing an original's wording doesn't avoid plagiarism. The underlying idea of plagiarism is unacknowledged borrowing of ideas, not specific words.
- 3. Imitating a passage's structure or argument without attribution.** Suppose a source presents an assertion and three supporting points. If you adopt that particular structure, including the particular examples or supporting points, you need to provide a citation to the original. This holds even if you substantially revise the wording.
- 4. Concealing the extent to which you've borrowed from a text or other source.** Citing a specific passage in a work doesn't give you license to draw on the rest of the work without citation. "This can be the nastiest kind of plagiarism because it's so sneaky." (<http://www.nutsandboltsguide.com/plagiarism.html>).

What is not plagiarism?

Common and familiar knowledge need not be cited. Students have a difficult time with this idea. If they learn it through research, then it is probably not common knowledge and must be cited. Two examples of common knowledge that don't have to be cited are:

1. George Washington was the first president of the United States.
2. *Sesame Street* is a very popular television program for young children.

Two examples of not so common or familiar knowledge are:

1. Shakespeare was born in 1564 in Stratford-upon-Avon, to a family originally from Arden (Levi 2,8).

2. *Sesame Street*'s name was supposed to "conjure up a sense of excitement and adventure, as in the Arabian Nights command, 'Open Sesame!' Because the show was set in an urban street scene, Sesame Street seemed an ideal combination"(www.sesameworkshop.org).

What is citation and how do students cite their sources?

"Citation is the act of identifying sources. A citation names the author and work and provides sufficient bibliographic information to allow the reader to track down the original source"(http://www.nutsandboltsguide.com/plagiarism.html).

A small and invaluable book titled *A Guide to MLA Documentation* by Joseph Trimmer provides the information necessary to correctly document sources. It also includes a section on proper summarizing and paraphrasing techniques. The *MLA Guide* is available for your student's use and may be checked out for the semester along with other textbooks.

Turnitin.com

The AOC faculty employs the service of Turnitin.com, an online plagiarism detection program. All AOC students must submit their research-based documents and papers to Turnitin.com prior to submitting a hard copy version of the paper to the AOC teacher. Specific instructions for using Turnitin.com will be provided by your AOC classroom teachers.

AOC Policy:

Plagiarism offenses are cumulative for all classes, all semesters. A first offense in one class in one semester can be followed by a second offense in another class or semester.

The following consequences will always apply:

1. Assignment receives a failing grade.
2. Parent(s)/guardian(s) is notified.
3. All AOC faculty is notified.

Based upon the severity and type of plagiarism, any of the following consequences may apply:

4. Student may write future assignment(s) in the presence of a faculty/staff member.
5. Student is placed on academic probation.
6. Student signs a contract pledging not to plagiarize again.
7. If work indicates plagiarism is occurring in college course work, the proper COC officials will be notified.
8. Student and parent/guardian meet with the principal and teacher(s) to discuss
 - Student's ethics and choices
 - Possible class failure
 - Possible failure to meet graduation requirements
 - Options
 - **Final Words**

Plagiarism is the stealing of intellectual property and is wrong. We want our students to understand that their integrity and honesty is as important to their academic success as their abilities to accomplish the tasks given through coursework. We hope we have your understanding and support.

WM. S. HART UNION HIGH SCHOOL DISTRICT

BOARD POLICY 5011

ACADEMIC INTEGRITY (CHEATING)

Honesty and personal integrity are basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.

Students shall be taught to respect the educational purpose underlying all school activities. Students need to prove to themselves that they can do successful work as a result of their own efforts. **Student cheating, lying, and plagiarizing undermine these efforts and shall not be tolerated.**

Students may be more inclined to cheat when there is little likelihood of getting caught. Therefore, each school shall provide an environment that discourages dishonesty. Students must know that their teachers will not ignore or condone cheating, and that anyone discovered cheating will be penalized.

When an incidence of cheating occurs, parents/guardians shall be notified of the incident and the penalty being imposed.

Teachers shall instruct students in research and study skills appropriate to each subject, so that all students may feel confident that if they prepare, they can succeed without cheating. Students shall be encouraged to see tests as a means for finding out what they have learned. They shall be reminded that students who cheat on tests are cheating themselves.

ACADEMY OF THE CANYONS

ACADEMIC PROBATION

In order to help ensure that all students are succeeding in their high school and college classes and progressing toward graduation, the following Academic Probation policy will be used:

At the completion of each quarter, students' grades will be reviewed. High school grades will be reviewed per the high school progress report and college grades per the COC Work-in-Progress form which students hand carry to classes. Students found to be in danger of failing any class, high school or college; will be placed on Academic Probation.

Academic Probation Requirements:

Students on Academic Probation will:

1. Submit Work-in-Progress forms to their Advisors on a regular basis.
2. If necessary, attend a student, teacher, and parent conference.

Students whose grades improve by the completion of the semester are removed from Academic Probation. Students whose grades do not improve by the end of the semester may be required to return to an appropriate high school setting. Any student who is placed on Academic Probation for two consecutive semesters will be moved to an appropriate district high school at the completion of their second semester of Academic Probation. Any senior who is in danger of not graduating will be moved to an appropriate district high school at the completion of the fall semester.

Academy of the Canyons Middle College High School

DRESS CODE

Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for school. Students' appearance must not present a health or safety hazard or a distraction which interferes with the educational process.

The following dress code rules shall apply during regular school hours:

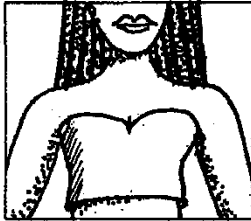
1. Shoes or sandals must be worn at all times.
2. Clothing and jewelry shall be free of writing, pictures, or other insignias which are crude, vulgar, profane, or sexually suggestive or which advocates racial or ethnic prejudice or the use of drugs or alcohol.
3. Clothing which represents any group or philosophy or which advocates violence or disrupts the objectives of school instructional programs is prohibited.
4. Clothing and/or accessories that depict gang behavior or which glorify gang activity is prohibited.
5. Clothing must not be inappropriately revealing and must be sufficient to conceal undergarments at all times. Examples of inappropriate clothing include halter tops, tube tops, off-the-shoulder tops, low cut tops, bare midriffs, short shorts or skirts, sheer garments, strapless apparel, exposed boxer shorts and sleeveless undershirts.
6. Pants must be able to stay up at the waist without the use of a belt or suspenders.
7. Wallet chains, jewelry, and other clothing with points or spikes are prohibited.

Students who are found to be in violation of the Dress Code may be subjected to the following consequences:

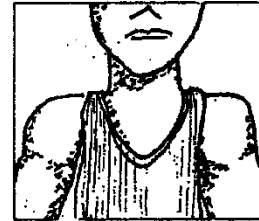
1. Student is given a sweatshirt to wear over the inappropriate clothing.
2. Student is sent to the office where parent will be called to bring other clothing to school for the student to wear.
3. Repeated offenses will be considered DEFIANCE and the student may be suspended from school for the day.



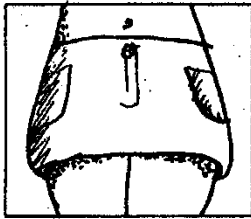
Examples of Inappropriate Dress For Academy of the Canyons Middle College High School



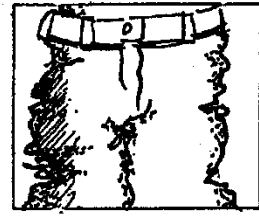
Halter-tops, tube tops,
Off the shoulder tops,
Or low cut tops of any kind



White sleeveless
undershirts



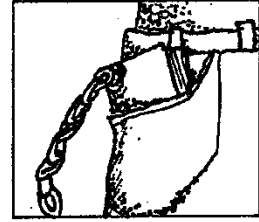
Extremely short
Shorts, skirts, or dresses



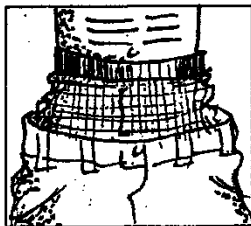
Pants that sag



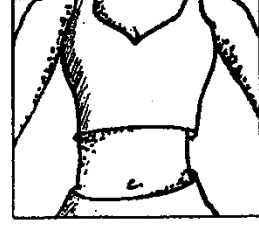
Bandannas, hairnets, or
Insignias on clothing which
Are crude, vulgar, profane,
Sexually suggestive, or which
Advocate racial or ethnic
Prejudice or use of
alcohol or drugs



Chains, jewelry
and other
clothing with
points or
spikes



Exposed Boxer Shorts



Bare Midriffs

ACADEMY OF THE CANYONS

DISCIPLINE POLICY

The Academy faculty and staff agree that appropriate behavior and attitude are essential if students are to be successful at the Academy. It is true that the majority of Academy students demonstrate these qualities on a daily basis both in and out of the classroom. In the few cases, however, where it may be necessary, the following Discipline Policy will be used:

1 st Offense:	Verbal warning
2 nd Offense:	Call to parent
3 rd Offense:	Class suspension/meeting with Principal

It is the purpose of this policy to encourage student behavior and attitudes that foster success. It also offers students due process and parent involvement.

Any severe student behavior in class warrants an immediate trip to the office and class suspension.

Teachers will communicate with the principal with any concerns about a particular student on an as-needed basis.

**** Please remember that pagers and cell phones must be turned off while in the classroom.**

EMERGENCY PROCEDURES

Academy of the Canyons has a disaster plan in place, and emergency drills are conducted during the school year. Emergency supplies are kept on our campus for easy access, should we need them.

It is important for parents to keep our office informed of any changes to the Student Emergency Card. This card will be used to contact you if your child is ill or during an emergency. Students can only be released to individuals listed on the emergency card.

Please be aware of the following guidelines, should an emergency occur during the school day:

- ◆ All students attending AOC may not be on our campus during an actual emergency. Some might be off track and attending a college class. These students are welcome to come back to AOC for any help needed, but will have to come back on their own to the AOC campus for assistance.
- ◆ Should student evacuation be required, parents picking up students would park in the COC South Parking Lot 15 off Rockwell Canyon Road.
- ◆ Should evacuation be required, it is crucial that parents work through the Academy office when taking their student so that all students will be properly accounted for.

SEXUAL HARASSMENT POLICY

(ED 48980, BP 5145.7)

The Governing Board prohibits unlawful sexual harassment of or by any student and/or staff member. Teachers shall discuss this policy with their students in age-appropriate ways and should assure students that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the District is subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students and staff to immediately report incidents of sexual harassment to the principal. Any student who feels that he/she is being harassed should immediately contact the principal. Complaints of sexual harassment can be filed using the Sexual Harassment Report Form.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

The principal shall take the appropriate actions to reinforce the District's sexual harassment policy. These actions may include:

1. Removing vulgar and/or offensive graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

**ACADEMY OF THE CANYONS
Wm. S. Hart Union High School District
26455 Rockwell Canyon Road
Santa Clarita, CA 91355**

SEXUAL HARASSMENT REPORT FORM

Complainant: _____

Relationship to District: Employee Student Volunteer

Other: _____
 Specify Department/School

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe sexually harassed you: _____

List any witnesses who were present:

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (Attach additional pages if necessary)

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature Date

Parent Signature if student is considered a minor Date

Received By Title Date

*Return form to principal when completed.