

Comprehensive School Safety Plan 2018/19

Arroyo Seco Junior High School William S. Hart Union High School District

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Parent Advisory Council meeting for public input
January 28, 2019
Arroyo Seco JHS

Contributing members to the School Safety Planning Committee

Cliff Miller, Assistant Principal

Jessica Meraz, Teacher representative

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Kirsten Aragon, Parent of Student, Campus Supervisor

Jan Johnson, Classified employee

Tom Drake, Deputy and School Resource Officer, LA County Sheriff's Department

Dave Norsworthy, Inspector, LA County Fire Department

This document is available for public inspection on the school website at
www.hartdistrict.org/aseco

School Site Mission

Arroyo Seco Junior High School's Vision and Mission Statements

"Empowering students to succeed and thrive in a changing world"

Arroyo Seco Junior High School is committed to:

- Nurturing our students to grow intellectually, socially, physically and emotionally
- Providing the tools, technology, atmosphere and motivation to encourage high academic achievement and the learning skills needed to succeed
- Teaching students respect and tolerance by providing appropriate role models and opportunities for students to interact positively with each other
- Developing the skills and knowledge to promote and maintain a healthy lifestyle
- Providing a supportive, caring environment for this unique group of students in transition
- Involving parents and community in these efforts

Our motto is "We lead, others follow"

Table of Contents

1.	Assessment of the Current Status of School Crime	page 4
2.	Appropriate Programs and Strategies that Provide School Safety	
a)	Child Abuse Reporting Procedures	page 5
b)	Disaster Response & Tactical Procedures	page 7
c)	Suspension and Expulsion Policies	page 14
d)	Procedures for Notifying Teachers about Dangerous Pupils	page 15
e)	Sexual Harassment Policy	page 16
f)	School-wide Dress Code prohibiting gang-related apparel	page 16
g)	Procedures for Safe Ingress and Egress from school	page 17
h)	Procedures to Ensure a Safe and Orderly Environment	
	1) <i>The social climate</i> -people and programs (Component 1)	page 21
	2) <i>The physical environment</i> -place (Component 2)	page 21
i)	Rules and Procedures on School Discipline	page 22
j)	Hate Crime Policies and Procedures	page 32
k)	Bullying Prevention Policies and Procedures	page 33
l)	Crisis Communication Guidelines for Handling Media	page 35

Assessment of the Current Status of School Crime

The number of suspensions and expulsions are minimal. Many of the student offenses do not rise to the level of suspension. The number of behavior referrals coming from teachers is minimal. Many of the teachers address student misbehavior within the classroom. Students misbehaving during nutrition or lunch are often managed by campus supervision personnel and often take part in campus beautification. Students referred to the office for minor offenses are assigned various consequences ranging from warnings, detention, mediation, and other means of correction.

Property damage at the school is minimal. The occasional Damage to school property during the course of the day is usually attributed to minor graffiti that is readily apparent. Any graffiti is promptly removed. Most damage occurs during non-school hours and it is rarely attributed to our students.

Student attendance rates are quite good. The average monthly attendance rate is regularly above 96%. Truancy is a rare occurrence. Tardies normally occur at the start of the day. Tardies throughout the course of the day are minimal.

Reported Annual Crime In Santa Clarita (areavibes.com)

Statistic	Reported incidents	Santa Clarita/100k people	California /100k people	National/100k people
Total Crime	3,336	1,519	2,998	2,837
Statistic	Reported incidents	Santa Clarita/100k people	California /100k people	National/100k people
Murder	2	0.9	4.9	5.3
Rape	45	20.5	34.9	40.4
Robbery	122	55.6	139.6	102.8
Assault	162	73.8	265.9	248.5
Violent crime	331	151	445	386
Burglary	650	296	479.8	468.9
Theft	1,942	884.3	1,623	1,745
Vehicle theft	413	188.1	450.3	236.9
Property crime	3,005	1,368	2,553	2,451

The table above provides a full overview of all reported crimes in Santa Clarita, CA for the year **2016**. The sum of recorded criminal acts in Santa Clarita, CA is displayed; for comparisons, each offense is also shown in regards to the amount of offenses per 100,000 people. Along with this, they are separated into multiple

categories: violent crimes and property crimes. The crime data reveals that the overall Santa Clarita, CA crime rates are 49% lower than in comparison to the California mean and are 46% lower than the nation's mean. In regards to violent offenses, Santa Clarita, CA has a rate that is 66% lower than the California average; compared to the United States, it is 61% lower than. Looking at crimes involving property, Santa Clarita, CA is 46% lower than its state's mean, and 44% lower than the country's average.

Child Abuse Reporting Procedures

1. What is Child Abuse?

Any act of omission or commission that endangers or impacts a child's physical or emotional health and development. These acts include:

- Physical abuse and corporal punishment resulting in an injury.
- Emotional abuse
- Emotional deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and exploitation

2. Who is required to report?

- **Classified** employees shall report known or reasonably suspected child abuse immediately to the site principal or assistant principal for investigation and required action.
- **Certificated** employees shall report known or reasonably suspected child abuse immediately to:

-Department of Children and Family Services at **1-800-540-4000**

AND SHALL

-Complete a CHILD ABUSE REPORT form online within 36 hours of reporting the suspected child abuse by phone. This form can be found online at:

<https://mandreptla.org/>

AND SHALL

-Immediately inform the Principal regarding the details of such report.

-Send a copy of the CHILD ABUSE REPORT to the Office of Student Services at the District

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY				
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE				
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY						
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)								
	ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL		
OFFICIAL CONTACTED - TITLE					TELEPHONE ()				
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
	ADDRESS			Street	City	Zip	TELEPHONE ()		
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> PHYSICALLY DISABLED?	<input type="checkbox"/> DEVELOPMENTALLY DISABLED?	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			TYPE OF ABUSE (CHECK ONE OR MORE)				
	<input type="checkbox"/> NO	<input type="checkbox"/> DAY CARE	<input type="checkbox"/> CHILD CARE CENTER	<input type="checkbox"/> FOSTER FAMILY HOME	<input type="checkbox"/> FAMILY FRIEND	<input type="checkbox"/> PHYSICAL	<input type="checkbox"/> MENTAL	<input type="checkbox"/> SEXUAL	<input type="checkbox"/> NEGLIGENCE
RELATIONSHIP TO SUSPECT			PHOTOS TAKEN?		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				
			<input type="checkbox"/> YES <input type="checkbox"/> NO						
D. INVOLVED PARTIES	VICTIM'S SIBLINGS								
	1. NAME		BIRTHDATE		SEX		ETHNICITY		
	2. _____		_____		_____		_____		
	3. NAME		BIRTHDATE		SEX		ETHNICITY		
	4. _____		_____		_____		_____		
	VICTIM'S PARENTS/GUARDIANS								
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
	ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
	ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
SUSPECT									
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
ADDRESS			Street	City	Zip	TELEPHONE ()			
OTHER RELEVANT INFORMATION									
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____								
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT					
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)								

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Disaster Response Procedures

Arroyo Seco Junior High School

Emergency Plan

Incident Command System (ICS)/SEMS – Staff Instructions

EARTHQUAKE - DROP, COVER, & HOLD ON

At the first sign of an earthquake:

Teachers will automatically issue “DROP, COVER & HOLD ON” order. Teachers, too, will take immediate protective position, head first under table, AWAY from windows. Drop to knees, hold on to one leg of the table or desk with one or both hands and try to move with it. Remember to keep your head and body protected as best you can. Stay protected until all shaking and movement of objects stops.

EVACUATE

Evacuation Procedures:

- Remain calm
- Supervise and reassure students
- Assess injured students (use classroom kit supplies as required)
- Take classroom emergency supplies
 - ❖ Survey the situation outside your room. If it is safe, evacuate to the emergency assembly area:
 - ❖ Using safest route
 - ❖ Quickly and quietly
 - ❖ Alert for blocked exits, other hazards
 - ❖ Aware of other classes not exiting (check buddy teacher)
- Doors to remain unlocked for Search & Rescue access

ASSEMBLE AT EMERGENCY ASSEMBLY AREA

Assembly Area Procedures:

- Instruct students to sit on the ground
- Take attendance using roster
- Complete “Class Status Report”
- Note and report immediate first aid needs

- Send reliable student runner with Class Status Report to Student/Staff Status table
- Search & Rescue, Medical First Aid, and Student Release team members report
- Supervise students and await further instructions

LOCKDOWN TACTICAL RESPONSE PROCEDURES

A lockdown situation exists when the school needs students and staff in a secured area as quickly as possible. A violent intruder on campus, news of a potential threat to the school, hazardous material on campus, or a fugitive on the run are all examples of events that may necessitate the need for a campus lockdown.

Our campus follows the protocols published by the Federal Bureau of Investigation when conducting a lockdown drill. Based on the specific situation, students will determine the appropriate action which may be to run, hide, or fight. Students and staff receive annual training prior to a lockdown drill and drills are conducted bi-annually. Families will be notified in advance of a lockdown drill.

The specific details of our lockdown plan are located at the school office and are not published online for security reasons. Administration in conjunction with law enforcement will be in complete command of the drills.

In addition to conducting two drills every year that deal directly with an active shooter, our school has formed a site level threat assessment team. This team has been formed to assist in preventing targeted violence in our school. This team includes administrators, counselors, the school psychologist, lead campus supervisor, and the school resource deputy.

Sample Active Shooter Drill:

Lock-down Drill!

When: Thursday, February 23, 2017

Time: B period (SURFER), At approximately 12:15 pm an administrator will announce “*Lock-down drill...*”

Procedures: After hearing the Lock-down drill PA announcement, please read the following scenario to your students and “walk” your students through the following procedures:

Scenario: *(Note: Our resource deputy will be present in the gym to assist with this scenario)*

Students have just returned to classes following the lunch period. A campus supervisor in the quad area calls for a lock-down after hearing several loud blast, possibly gunshots, coming from within the gymnasium. Students and staff gathered in the gym for PE begin rushing out all exits in an attempt to escape an active shooter. An office staff member telephones 911 Emergency while another calls for lock-down on the P.A. system. Students and staff across campus immediately go into lock-down. Law enforcement responds within minutes to the school to neutralize the active shooter.

- Teachers/staff members located in buildings outside the gymnasium immediately close and lock classroom doors and cover windows. If possible, one teacher in each building should lock the exterior core doors (*teachers may want to consider keeping core doors locked throughout the day*).
- Keep students away from doors and windows. Students and staff should stay low to the ground, quiet and out of sight.
- Students are not to leave class. All movement about campus is restricted.
- Campus supervisors leave exterior gates in their current state and assist students and staff in locating a secure location. Campus supervisors remain in contact via hand-held radio.
- Further information, as available, will be communicated to staff via e-mail, telephone, and/or radio communication.
- An administrator or designee will announce and email an “all clear” at approximately 12:30 pm.

Note:

-Outdoor Physical Education classes - plan on utilizing the gym, locker rooms, and/or library during a lockdown.

Some other threats may override lock-down, i.e., confirmed fire, intruder in classroom, etc.

-Lock-down may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

-When possible, during an extended lock-down, school bells will be disabled, and any organized movement of students will be managed by administration and/or law enforcement.

-Law enforcement may not always be on site to assist with the “all clear.”

When an Active Shooter/Assailant is in your vicinity, you have three options: Run-Hide-Fight.

FIRE ALARM & DRILL PROCEDURES

- Teachers direct students to assemble near the door
- Evaluate conditions outside classroom by looking out window to determine if it is safe to exit.
- Escort students to the team (or PE/Exploratory) locations indicated on the evacuation map
- Take roll and keep students together as a class
- All teachers stay with their classes and instruct students to wait quietly until class is released

If the alarm sounds while students are out on campus (passing period, nutrition, or lunch), students and staff should report immediately to their academic team locations on the upper field.

DISASTER DRILL PROCEDURES

- Escort students to the team (or PE, Elective, Off-team) locations indicated on the evacuation map.
- Take roll.
- PE and Elective teachers escort students to team locations (see map) **PE, elective, and off team teachers should stay in their respective locations with their students until an administrator directs them to escort their students to their team locations.**
- Search & Rescue, Medical First Aid, and Student Release team teachers report for duty.
- Remaining team teachers supervise students on team, instructing them to wait quietly.

Final Note: Please restrict students from all cell phone use during any of the emergency procedures listed above.

Revised September 2018

Wm. S. Hart Union High School District

Arroyo Seco Junior High School

INCIDENT COMMAND SYSTEM

SEMS (Standardized Emergency Management System) RESPONSE TEAM

2018/2019 Disaster Assignments/Duties

(Page numbers listed below reference the District's SEMS Response Team Organizational Structure)

Incident Commander (pg. 5-6) – Andy Keyne

Safety Officer (pg. 7) – Cliff Miller

Information Liaison/PIO (pg. 8-9) – Andy Keyne (or designee)

OPERATIONS:

Operations Chief (pg. 11-12) – Fayanne Bakoo, Jan Johnson – Assistant (See Planning/Intel.)

Security Team (pg. 13)

Juan Antimo (Team Leader)

Jesus Hernandez

Note: Report to Fayanne Bakoo at the Incident Command Post (ICP) located on the upper field.

Search & Rescue Teams (pg. 14-15)

Names underlined below have two-way radios, building keys, disaster bin keys, and are members of the Safety and Damage Assessment Team. **Teachers** that are members of a **Search & Rescue Team** should turn over their classes to fellow team teachers **only after** their Class Status Report has been completed, collected and **only when** team teachers are prepared to receive their students. After this, report to Fayanne Bakoo at the ICP located on the upper field.

Team 1 – Wesselhoff, G.Oatey, D. Stieff (search GYM, locker rooms, 700, 1100 buildings)

Team 2 - Denmeade, Van Dyke, Best (search 100, 200, 800, 900 buildings)

Team 3 – Cruger, Good, Nez (search 500, 600 buildings)

Team 4 – Aragon, Rippe, Hougo (search 300, 400 buildings)

Safety & Damage Assessment Team (pg. 16)

Juan Antimo (Team Leader)

Jesus Hernandez

Elaine Barker (Lead campus sup.)

Mike Denmeade

Kirsten Aragon

Scott Wesselhoff

Bill Cruger

Modesto Palma

Eliseo Gonzales

Danny Gonzales

Steve Marlow

Jose Yopez

Medical/First Aid Team (pg. 17-18) (Fire Road behind 500 building)

The following personnel are to report to Claudia Lopez at the upper field, in front of Disaster Storage Bin. Set up medical first aid stations and establish triage assignments. Maintain a written account of all victims on Disaster Treatment Log. **Teachers** that are members of the **Medical/First Aid Teams** should turn over their classes to fellow team teachers **only after** their Class Status Report has been completed, collected and **only when** team teachers are prepared to receive their students.

Claudia Lopez (Team Leader) Bring radio, two disaster kits, wheel chair, Disaster Treatment Log, and student emergency cards (**deliver emergency cards to student release after reporting to ICP**).

Lovonne Malneck (Triage Team Leader)

Dawn Anaya (Bring radio, maintain Disaster Treatment Log & report victim intake to Logistics Chief,

Sue Dielentheis)
Chris Cooper (Bring PE radio and retrieve golf cart to assist as needed with rescue)
Adam Fine
Lesley Day
Tiffany Cabrera
Kaitlin Wilson and Chloe Ross (IA)
Karly Rodriguez
Darren Stieff (after search and rescue)
Von Hougo (after search and rescue)

Crisis Intervention Team

Eboni Shields – (Bring radio)
Jo Ann Ward – (Bring radio)
Jesse Marshall (Bring radio)
On-site social workers – Nancy Phillips and others

Mortality Management (pg. 19)

The following personnel report for this assignment **only when directed** by Operation's Chief (Fayanne Bakoo)

Kelvin Flores, Rebekah West

Student Supervision (pg. 20)

Student supervision is as follows:

Aloha (Takla, Klipfel, Senen)
Extreme (Larochelle, Mahoney, Simmons, Choate)
Fusion/ Fusion 1 (Dannerth, Stuart, Hammer, K. Oatey, Chase)
Genesis (Dibene, Elliott, Foster, B. Tracy)
Odyssey/ Odyssey 1 (Ake, Bowers, Suazo, Hammer, Nicol)
Revolution (Crawford, Fumarolo, Heflin)
Triumph (Ford, Gallagher, Simoncioni)
Viper (Anderson, Kurowski, C. Tracy)

Welch and A. Stieff – Bring radio to assist student release team from upper field

Student Release Team (pg. 21-22) (In front of 300 bldg access road gate)

Teachers that are members of a the **Student Release Team** should turn over their classes to fellow team teachers **only after** their Class Status Report has been completed and submitted and **only when** team teachers are prepared to receive their students. After this, report to the team leader near the 300 bldg access road gate.

Courtney Koegle (Team Leader)
June Higgins (Co-Team Leader) Bring radio/alpha lists/supplies to register parents/guardians
Cindy Taylor (IA) – register parents/guardians
Sandra Gannon (IA) - register parents/guardians
Poppy Hutchens (IA) - register parents/guardians
Sally Vila- (IA) – register parents/guardians
Chris Johansen – (IA) – register parents/guardians

Note: The two student release team members below are to position themselves inside the 300 bldg access road gate

Jessica Meraz (“Screen” stu runners returning w/ summoned students)

Will Hornstein (“Screen” stu runners returning w/ summoned students)

Runners for Student Release Team (pg. 21-22, 30) (Select ASB students report to ASB Advisor, Jessica Meraz, in front of 300 bldg access road gate)

Jessica Meraz – Provide direction to the Student Release Team Runners comprised of selected ASB Students. Bring radio.

PLANNING/INTELLIGENCE:

Planning/Intelligence Chief (pg. 11-12) – Rachel Villa – Bring radio & report to ICP (near Disaster Storage Bin on the upper field).

Campus Map (pg. 23) – Jan Johnson – Bring radio

CAMPUS MAP - 3’ x 4’ pre-marked with following:

- every classroom, workroom closet, storage area, utility shut offs, fire extinguishers, underground water lines, power lines, underground petroleum lines.

NOTE: Report to ICP (on the upper field) & retrieve campus map from Disaster Storage Bin.

Recorder & Incident Log (pg. 24-25) – Pat Barrett/Sarah Goodwin – Bring radio

NOTE: Report to ICP (on the upper field).

Message Center (pg. 26-27) – Kathie Loughlin

NOTE: Report to ICP (on the upper field).

Bring & connect main radio unit to communicate with EOC (Utilize vehicles belonging to Von Hougo or Christol Tracy).

Radio/Telephone (pg. 28-29) – Joy Williams and Faye Beyeler (IA)

NOTE: Report to ICP (on the upper field).

Man telephones as soon as it is safe to re-enter building.

LOGISTICS:

Logistics Chief (pg. 11-12) – Sue Dielentheis (Bring radio & immediately report to ICP)

Students/Staff Status Team (pg. 31)

Joy Williams (Team Leader) Bring radio, student alpha list, including team, (plus list of current adds & drops), master schedule, staff roster, & Counseling Office Sign-in sheet

Susan Johanson – assist Logistics Chief Sue Dielentheis

Rachel Villa – Bring radio & deliver day’s staff sign-in sheets to team leader.

Class Status Accountability Report Forms will be collected as follows:

Teachers send one responsible student to walk the form to Mrs. Dielentheis (top of ramp).

Supply/Procurement Equipment Services Team (pg. 32)

Elaine Barker (Team leader)

Mike McCleary

Modesto Palma

NOTE: Report to ICP after primary duty complete.

Convergent Volunteers (pg. 33)

Rachel Villa (Team Leader)

Support Teams, Sanitation & Feeding (pg. 34)

Heather Coo (Team Leader)

Sarah Ford

Susan Johanson

Poppy Hutchens

Juan Antimo

Jesus Hernandez

Scott Wesselhoff

FINANCE/ADMINISTRATION:

Finance/Administration Chief (pg. 11-12) - Rachel Villa

Timekeeping (pg. 35-36) – Jan Johnson

Purchasing/Procurement (pg. 35-36) – Kathie Loughlin

Recovery Records Management (pg. 35-36) – Chris Johansen (IA) and Jan Johnson

Suspension and Expulsion Policies

District policy and the California Education Code prescribe Suspension and/or Expulsion for a variety of student infractions. It is important that parents and students review the rules in order to prevent a violation that may result in serious consequences. Students who are in possession of a weapon on campus or in route to or from campus (no matter what the reason) may be recommended for expulsion.

Included in the following are acts that may require suspension/transfer to another school or program, or expulsion from the school district:

Violation Against Persons:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Open defiance of school personnel including:
 - a. continued willful disobedience or
 - b. continued disregard for school rules.
3. Verbal abuse; the habitual use of
 - a. profanity or vulgarity or
 - b. disrespectful or threatening language directed at a staff member.
4. Sexual harassment
5. Commit or attempt to commit a sexual assault or commit a sexual battery.
6. Harass, threaten or intimidate a pupil who is a witness in a school disciplinary proceeding.

Violation Against Property:

1. Causing or attempting to cause damage to school or private property or stealing or attempting to steal school or private property.
2. Forgery on readmit slip, attendance notes, progress reports or any other school document.

Violation of Public Health and Safety:

1. Possessing, selling, or otherwise furnishing any firearms, knives, explosives, or otherwise dangerous objects (this includes buck knives and other similar knives.)
2. Possessing, selling, or otherwise furnishing any controlled substance (narcotics, drugs, marijuana), alcoholic beverage, or intoxicant of any kind, or facsimile of same.
3. Use of tobacco (including chewing tobacco).
4. Unlawfully offering, arranging or negotiating to sell drugs or drug paraphernalia, as defined in Section 11364 of the Health and Safety Code. BP 5144.1(a)

In lieu of suspension, Arroyo Seco often employs other means of correction in addressing student misbehavior. Other means of correction may include, but are not limited to, Campus Beautification, Saturday Opportunity Class, educational modules specific to the offense, and involvement of law enforcement.

There were eight suspensions for the 2015/16 school year, down one from the year prior. Three of these suspensions were served In School. One Arroyo Seco student was expelled from the district. Our school, along with the district, has made an effort to reduce the number of suspensions and institute other means of correction.

For specific details, refer to the District Safety Plan and the Los Angeles County Office of Education Board Policy and Administrative Regulations 5144, 5144.1 and 5144.2)

Procedures for Notifying Teachers about Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The William S. Hart Union School District has incorporated this notification into the existing "Attendance Reporting screen". On the daily attendance report, when a student is suspended, the daily attendance will show "SUS" under the particular day

and period. The administration office informs the student's teacher of the suspension via email. Students suspended are also flagged by the school registrar with "AR" (At Risk). This flag is viewable by teachers on the Infinite Campus data base. Teachers are also informed of the reason for suspension via email. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of the William S. Hart School District regarding students who have engaged in certain criminal conduct in violation of the penal code. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential.

The principal or designee promptly informs the appropriate teachers and counselor when a student is engaged in certain criminal conduct in violation of the penal code. Teachers are advised that such information is confidential and cannot be disseminated by the teacher or others. Those informed seeking further information are encouraged to meet with the principal.

Sexual Harassment Policy

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action. Any employee who permits or engages in sexual harassment may be subject to disciplinary action. The Board expects students and/or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or administrative designee. 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.

For specific details, refer to the District Safety Plan and the Los Angeles County Office of Education Board Policy and Administrative Regulations 5145.7

Arroyo Seco Jr. High Dress Code

Students are expected to dress appropriately and be well groomed as contributing members of a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. The dress code is gender neutral and the school staff will strive to enforce it consistently among all students.

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

1. Students must wear clothing that completely covers the chest, torso, undergarments, private areas, and bottom.
2. Shirts, tops, and dresses must have sleeves; no tank tops or spaghetti straps are allowed.
3. Clothes must be suitable for any scheduled course that may have unique hazards or require specialized safety gear.
4. Safe footwear must be worn; no slippers are allowed.
5. Students will not wear clothing or accessories that depict or advocate for violence, criminal activity, alcohol or drug use, pornography, hate speech, or gang-related activity (including professional sports wear and colors identified by the Santa Clarita Sheriff as gang affiliated).
6. Clothing and accessories will not violate the Wm. S. Hart UHSD anti-discrimination policy.
7. Students may not wear clothing or accessories that obscure the face with the exception of approved religious items.
8. Hats and sunglasses may be worn outside for protection from the sun/weather, but should not be worn inside buildings or classrooms.

Procedures for Safe Ingress and Egress from School

Students enter campus from one of two directions: from the south end of the parking lot on Vista Delgado Drive or from the north end of the parking lot at the corner of Vista Delgado Drive and Decoro Drive . There are crosswalks in both locations, allowing students to cross Vista Delgado. When entering or exiting the campus, students are instructed to utilize the sidewalks on campus in order to avoid crossing through traffic in the parking lot. A crossing guard, hired by the city for the neighboring elementary school, is available on the corner of Vista Delgado and Decoro to help students cross. Administrators also assist students crossing the street at the two crosswalk locations.

Campus supervisors are stationed throughout the parking lot to assist with the flow of traffic in and out of campus. One supervisor is stationed at the loop of the parking lot. He directs cars in one of three directions: short-term parking, staff parking, and student drop-off and pick-up. Two lanes of cars are allowed in the drop-off/pick-up areas. A campus supervisor monitors the

flow of traffic to maximize space. When these lanes are full (typically after school at dismissal), then the supervisor closes the parking lot temporarily to avoid traffic backing up on Vista Delgado and Decoro. Additional campus supervisors are stationed throughout the parking lot to regulate the flow of parent traffic, to ensure that students are entering and exiting vehicles safely, and to supervise students waiting for their rides. In addition, campus supervisors are stationed on campus to supervise students before and after school.

Students who ride bicycles or skateboards to school are instructed to walk them while on campus. These students have access to racks, allowing them to lock up their bikes and skateboards during the school day. Short-term parking is available for parents in front of the school offices. Four city buses pick up students from the red-curbed area immediately in front of school on Vista Delgado.

Students currently enter and exit the campus itself in three locations: at the main gate between the 100 and 200 buildings, the walk-through gate on the south end of the 100 building, and the fire road gate by the 300 and 400 buildings. Additional gates allow student access near the 800 building and between the 200 and 300 buildings. During the school day, the gates are closed or monitored by a campus supervisor to help ensure student safety. Therefore, all guests enter through the main office.

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Procedures to Ensure a Safe and Orderly Environment

Component One: People and Programs

Create and maintain a caring and connected school climate

- Goal(s): Our goal is to enhance our school climate. Our goal is to build a climate where trust, respect, and caring relationships flourish. In an attempt to meet this goal a large portion of our staff participated in Capturing Kids' Hearts training & we have instituted new programs.
- Objective: Implement some of the tools administrative, certificated, and classified staff received from the Capturing Kids' Hearts training. The training provides tools to assist staff in building positive, productive, trusting relationships – among themselves and with their students. Institute Spotlight on Success student to student appreciation program.
 - Related Activities: Trained staff members put in to practice tools from CKH training. Counselors share new Spotlight on Success program, create, distribute materials.
 - Resources needed: Multiple staff members. Continue to offer training to new staff.
 - Person(s) responsible for implementation: Principal & Counseling department.
 - Timeline for implementation: Ongoing
 - Budget: District funded initial training. No additional funding needed at this point.
 - Evaluation guidelines: Staff evaluation of CKH immediately following training and again at mid-year. Random student evaluation. Counseling department report out on new Spotlight on Success program.

Component Two: Place

Create and maintain a caring and connected school climate

- Goal(s): Continue to work with the school resource deputy to increase his/her time on campus during non-instructional time.
- Objective: The resource deputy will be on campus, weekly, during one nutrition or lunch.
 - Related Activities: The resource deputy can circulate the campus, interact with students, and field questions. The resource deputy will participate in start of the year and mid-year student orientation.
 - Resources needed: Resource Deputy
 - Person(s) responsible for implementation: Cliff Miller and Resource Deputy Drake
 - Timeline for implementation: Instituted in 2016. Implementation is ongoing
 - Budget: Requires no additional funding
 - Evaluation guidelines: Resource Deputy Drake and Seco administrators will connect weekly to coordinate visits and address needs

Rules and Procedures on School Discipline

Arroyo Seco is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The school is committed to employing disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehavior.

The following rules and procedures can be found in the student binder reminder that is provided to students upon registration. These rules and procedures are presented and reviewed at the start and mid-year orientations provided by the school administration.

ASSOCIATED STUDENT BODY

Students are encouraged to participate in the government of Arroyo Seco. This participation is expressed by the Associated Student Body through its elected officers, the executive council, and student representatives.

Students should know their representatives and should communicate their wishes and desires through them to the rest of the Arroyo Seco community. The student council can then act as the voice of the student body. The student council is charged with providing the leadership necessary to create the atmosphere that will help make our students proud of their school and eager to participate in its many activities.

CLUBS AND ORGANIZATIONS

To add to your middle school experience, we offer several different types of clubs and organizations for your enjoyment. Dates and times of meetings are listed in the daily bulletin and in the morning announcements. New clubs are formed to meet the interests of the student body. Students wishing to form a new club should contact an assistant principal.

SCHOOL DANCES

The executive council of the Associated Student Body plans dances for Arroyo Seco students. All school rules apply to these dances and only Seco students are allowed to attend.

ATTENDANCE

CLEARING ABSENCES

1. Parents must call the Attendance Office, 296-0991 (option 1), to clear your absence.

2. If you do not have a telephone and a parent has not contacted the school, you **MUST** bring a note to the Attendance Office, **NOT YOUR TEACHER**, when you return to school.

The note should contain name, the reason for absence, dates of absence and a parent signature.

OFF-CAMPUS POLICY

Arroyo Seco is a closed campus. This means that students may not leave the campus during the school day without an off-campus pass issued upon the **WRITTEN REQUEST** of a parent or guardian. Students are to bring notes to the Attendance Technician (**NOT THE TEACHER**) before school, at nutrition or during lunch to secure off-campus passes. Parents need to sign students out. A photo ID is required when checking students out of school.

HOMEWORK REQUESTS

Parents of students who have been absent three (3) days or more may request homework assignments by calling 296-0991 (option 1). Twenty four (24) hours' notice is needed in order to contact the academic teachers involved. Students missing one or two days must contact their teachers when they return for make-up work.

TARDIES

Arroyo Seco staff recognizes the importance of positive attendance, which includes being on time to each class, every day. Positive attendance translates into success in the classroom, while tardiness is a disruption to the learning process. Students are considered tardy if they are not in their seat when the bell rings, ready to work. Arroyo Seco is implementing the following tardy policy to encourage students to be in class on time:

- At 5 overall tardies, students will be assigned 2 lunch detentions
- At 10 overall tardies, students will be assigned 4 hours of after school detention

CAMPUS CITIZENSHIP

It is not possible in this Binder Reminder to tell you all that we expect of you at Arroyo Seco. Here are some general suggestions to help you during the year:

1. Be on time with your supplies to all classes ready to work;
2. Remain in class until excused by your teacher;
3. Complete homework and classwork daily;
4. Follow directions promptly;
5. Carry a pass when you leave a class during class time.

ASSEMBLIES/PERFORMANCES

Students attending assemblies or performances are to behave in a courteous manner and follow directions. Poor manners such as yelling, screaming, etc. will result in removal from the assembly and possible elimination from subsequent activities.

CAMPUS CLEANLINESS AND RECYCLING

It is expected that all students take responsibility for maintaining Arroyo Seco as a clean and safe campus. In addition to throwing their trash away, we encourage students to take advantage of our school's recycling program.

CAMPUS SAFETY

BICYCLES/SKATEBOARDS/SCOOTERS/& HOVERBOARDS/ELECTRIC SKATEBOARDS

Bicycles, skateboards and scooters are not allowed on campus. Students riding bikes, skateboards or scooters to school should lock them in the bike area. This area will be locked after the tardy bell in the morning and reopened after school.

Bicycles, skateboards or scooters ridden on campus or brought into the central campus or bus loading area will be impounded in the office. Skateboards must be carried off campus and scooters and bicycles must be walked off campus.

It is the law that students wear a helmet at all times when on a bike, scooter or skateboard. Students are encouraged to wear a helmet when riding to and from school.

It is the law that students are forbidden to ride a hoverboard/electric skateboard under the age of 16 years old.

GANG ATTIRE/ACTIVITY

Gang or gang-like insignias, "tagging-style" names on clothing, bandanas, and other items deemed by the school district and/or sheriff's department to be gang-oriented are prohibited on campus. Membership in secret groups, crews, sects, or gangs is grounds for suspension from school. Swarming or intimidation is also grounds for suspension.

TOBACCO

ANY POSSESSION or USE of any form of tobacco or vapes under the jurisdiction of school will result in a TIDE referral, possible suspension and possible ticketing/arrest.

DRUGS/ALCOHOL

ANY POSSESSION or USE of drugs (including controlled substances) or alcohol in conjunction with school will result in a TIDE referral, possible suspension and an arrest.

WEAPONS

Under no circumstances is a student to bring any weapon or dangerous object to school. This prohibition includes loaded or unloaded firearms, antique or collector's firearms, facsimile guns, any kind of BB or pellet gun, stun gun, any knife (including pocket knives) or sharpened object, explosives (including firecrackers) or any other dangerous object. Students are prohibited from possessing tear gas or tear gas weapons such as pepper spray on campus or at any school function.

Students violating these rules are subject to EXPULSION from the District and ARREST by law enforcement officers.

STUDENT SAFETY/BOUNDARIES

Yellow lines have been painted throughout the campus to assist students in staying within supervised areas during the school day. The lower field/asphalt is available for physical activity and free play during nutrition and lunch.

SCHOOL LIAISON OFFICER

Arroyo Seco has a sheriff's deputy that works directly with our school in matters requiring the help and support of law enforcement. He/she is also available to speak in classrooms and assist students.

ADDITIONAL ITEMS NOT ALLOWED

Permanent marking pens and laser lights are not permitted. Any other items not pertinent to learning are to be left at home. Headphones are to remain out of sight. Students are not permitted to take photos on campus with smartphones.

It is illegal to sell items on campus.

Fast food and pizza "drop offs" for your child is discouraged. Fast food and pizza "drop offs" IS NOT permitted for anyone other than your child.

GUM

Students may not chew or be in possession of chewing gum while on campus. Students caught chewing gum may be subject to school disciplinary action.

AEROSOL PRODUCTS

Students are not permitted to have aerosol products with them on campus at any time (including Axe). This includes aerosol deodorants in their PE lockers. Only solid or roll-on deodorants are to be stored in the locker room. Any aerosol product found on campus will be confiscated and school consequences may be given.

CELL PHONES

Students shall be allowed to possess and use cell phones while under the supervision of the school with the following parameters:

Cell phones are to be turned off and put away before arriving to class or before entering any school building; including restrooms and locker rooms;

Authorization for student possession or use of cell phones may be revoked by the administration for inappropriate student use;

The district assumes no liability for the damage, loss, or misuse of cell phones by the student or another person;

Students are expected to immediately comply with the direction of any school official/personnel/designee to cease the use of a cell phone on campus or at a school sponsored activity;

Failure to comply with this policy may result in confiscation of the cell phone by school personnel.

DAILY BULLETIN AND VIDEO ANNOUNCEMENTS

Each morning, students will watch CNN (Conquistador News Network) for notices of coming events and activities. The daily bulletin will be posted outside the main office, and your teacher will provide information/details from the daily bulletin as needed. Parents can view the daily bulletin at our website: www.hartdistrict.org/aseco

ELIGIBILITY, ACADEMIC

Arroyo Seco students wishing to participate in:

- After-school academic team events/field trips

- Extracurricular non-team events/field trips, and
- After-hours school sponsored activities;

must have a 2.0 GPA at the qualifying quarter reporting period (reporting period to be determined by the staff sponsoring the event/field trip).

A Loss of Privilege (L.O.P.) list will be generated each quarter to assist staff in determining student eligibility.

Note: The GPA will reset (be wiped clean) with each new reporting period.

EMERGENCY CARE/INTERNET AND ON-LINE SERVICES ACCESS

For your safety, an emergency information card will be collected from each student. Please complete all personal information requested. It is extremely important for you to report any CHANGE OF INFORMATION to the Registrar's Office.

Parents need to read and sign the user contract for internet and on-line access, in order for their son/daughter to be eligible to use those services on campus.

EMERGENCY DRILLS

Fire, earthquake and lock-down preparedness drills are conducted regularly on campus to help ensure student safety in the event of a real emergency.

Emergency supplies are kept in a large storage container and replenished as needed. A tank was installed in 1998 to provide 5,000 gallons of water in the event of a disaster.

FOOD SERVICE

Hot lunches and a-la-carte items are available. Cold drinks and snacks can also be purchased. Specialty items such as Subway, Domino's Pizza and others are available on designated days of the week.

Arroyo Seco has free and reduced lunch service available for students. Contact your counselor if you believe that your family qualifies for this program. Check out the Arroyo Seco website for menus: www.hartdistrict.org/aseco

HEALTH SERVICES

A Health Services Assistant is available during school hours. If you feel ill or injure yourself during class time, notify your teacher immediately for a pass to the health office. If a problem occurs during nutrition or lunch, you may report directly to the health office. Our services are limited to first aid,

short rest periods and parent notification. It is important that students report to the health office and not call directly home.

We cannot dispense aspirin or any medication without proper medical authorization on file. Student on regular medication must leave their prescriptions in the health office. The Health Services Assistant will supervise the administration of all medication.

ID CARDS AND PICTURES

Each year all students are photographed for purposes of records and identification. Each student will receive a student ID card FREE OF CHARGE. \$5.00 will be charged for ID card replacement. Students must have an ID card to attend school functions. In addition, each student will have an opportunity to purchase a picture packet containing a combination of various sized pictures for exchanging with friends. Pictures will be taken during PE classes.

INTERNET – SEE EMERGENCY CARE CARD

LIBRARY

The library is open each school day from 7:15 am to 2:30 pm (Mrs. Goodwin days). On Tuesdays, Thursdays and every other Friday it closes at 3:15 pm (Mrs. Barrett days). The library is open on late start Wednesdays for a silent study hall only (no book check in/out) from 7:30 am – 8:30 am. Students are encouraged to use the wide variety of resources: books, magazines, newspapers and computer research databases with full articles. A designated computer lab for research is available to students who have internet authorization. Students may come to the library any time before or after school, during lunch and nutrition, and, with teacher permission and a pass, during class time. To ensure careful usage, fines will be charged for damaged or lost materials. Lost and found textbooks are kept in the library. Students who purchase a yearbook must be clear of all library indebtedness at the end of the year to pick it up.

LOST AND FOUND

Each year a large number of items are turned in to the office, including eyeglasses, retainers, jewelry and jackets, to mention just a few. If you find something on campus, please bring it to the main office.

If you lose something, check immediately with the main office to see if your lost item has been turned in. All unclaimed items are given to charity at the end of each month.

PARENT ADVISORY COUNCIL AND NEWSLETTER

Parent Advisory Council (PAC) will hold its first meeting in the fall and all other dates will be determined by the membership. Please plan to be a part of this group to help us with important decisions.

Newsletters are posted on the Seco website quarterly, reflecting team and student accomplishments and activities, upcoming events and other pertinent information.

Weekly automated phone calls from the Principal remind families of the events in the coming week.

PHYSICAL EDUCATION INFORMATION

PE uniforms are worn by all students. Uniforms will be made available during summer registration. Only combination locks provided by the school through PE teachers may be used to lock gym lockers. Food should never be kept in PE lockers.

Excuses from PE participation for health reasons require a note from your parent or doctor. More than 3 days of non-participation in PE must be verified in writing by a doctor. Due to the large numbers in PE classes, all Doctor/Parent notes must be submitted to the Health Services Assistant before school.

Students are encouraged to wear sweatshirts and sweatpants in cold weather. Allowable sweats include the Seco sweats sold by the PE department and also personal sweats that are red, gray, black or white with no writing, logos, pockets, zippers or hoods. They must have an elastic cuff at the ankle.

Please keep in mind that backpacks and all personal belongings must be stored and locked in our PE lockers which are 11" wide, 11" deep and 18" high. All student belongings must fit in the locker during Physical Education class.

LOCKER INFORMATION

Each student is provided with a PE locker. Physical education lockers will be issued and supervised by physical education teachers. Books and food should not be stored in gym lockers since students do not have access to gym lockers during the day.

RETURNED CHECKS

For each returned (NSF) check we will charge an additional \$10 fee.

SCHOOL HISTORY AND TRADITIONS

Arroyo Seco Junior High was established in 1967 and is part of the William S. Hart Union High School District. Our nickname, "Conquistadors," was chosen to represent the winning heritage of our students. The school colors of scarlet red and black are proudly worn by our students and staff on special events days. The school motto sums up our students' pride in their abilities: "We lead, others follow."

Over the years, Arroyo Seco has been honored for its many accomplishments. Some of these include being selected as a California Distinguished School, being named a CalSTAT Promising Practices site for our innovations in the area of Special Education and chosen as a National Blue Ribbon School of Excellence. In the area of school leadership and reform, Arroyo Seco was named a California "Partnership Middle School". Our student leadership has also been recognized by CADA for having the best student activities program in the state on three separate occasions. Finally, we were chosen to lead the state in math as a part of the Middle School Mathematics Renaissance project.

STUDENT DRESS AND GROOMING

Students are expected to dress appropriately and be well groomed as contributing members of a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. The dress code is gender neutral and the school staff will strive to enforce it consistently among all students (BP 51321):

- Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
- Students must wear clothing that completely covers the chest, torso, undergarments, private areas, and bottom.
- Shirts, tops, and dresses must have sleeves; no tank tops or spaghetti straps are allowed.
- Clothes must be suitable for any scheduled course that may have unique hazards or require specialized safety gear.
- Safe footwear must be worn; no slippers are allowed.
- Students will not wear clothing or accessories that depict or advocate for violence, criminal activity, alcohol or drug use, pornography, hate speech, or gang-related activity (including professional sports wear and colors identified by the Santa Clarita Sheriff as gang affiliated).
- Clothing and accessories will not violate the Wm. S. Hart UHSD anti-discrimination policy.
- Students may not wear clothing or accessories that obscure the face with the exception of approved religious items.
- Hats and sunglasses may be worn outside for protection from the sun/weather, but should not be worn inside buildings or classrooms

Arroyo Seco reserves the right to prohibit anything not expressly addressed in these guidelines which the administration determines to be offensive, unsafe or disruptive to the educational process.

Student dress and grooming must be safe, clean and conducive to educational pursuits.

Students who do not abide by the dress code will be escorted to the PE locker room where they will change into a school-provided and appropriate outfit. A note or phone call from a parent to the main office will be necessary before the article(s) of clothing can be returned.

STUDENT STORE

Food items such as ice cream, fruit snacks, chips and bottled waters may be purchased in the student store. School supplies are also available.

STUDENT SUPPORT SERVICES

Arroyo Seco counselors and administrators are assigned to teams and work directly with students, parents and staff to provide educational guidance and assistance. We hope that you will get to know your counselor and team administrator during the school year.

To schedule an appointment, fill out a request form in the office, and your counselor will schedule a conference.

TRANSPORTATION

For the most bus routes and fares, please contact the City of Santa Clarita Transit:

www.santaclaritatransit.com

(661) 294-1287

WORK PERMITS

Students under the age of eighteen who are employed during the school year are required by state law to have a work permit. See your counselor to complete the proper forms once you have an offer for employment.

YEARBOOK

Our school yearbook is called QUEST. It is published by students and appears yearly just before the end of the school year. Receipts should be kept in a safe place to show proof of purchase. Students must be clear of all library indebtedness in order to pick up their yearbook.

Hate Crime Policies and Procedures

The Governing Board prohibits unlawful harassment of or by any student, which includes hate motivated acts. Teachers are to discuss this policy with their students in age appropriate ways and should assure them that they need not endure any form of harassment. Any student who engages in the 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 harassment may be subject to disciplinary action up to and including dismissal. The Board expects students and staff to immediately report incidents of harassment to the principal or other administrator. Any student who feels that she/he is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR1312.3—Uniform Complaint Procedure. Complaints of harassment can be filed in accordance with these procedures.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. The principal or designee shall take appropriate actions to reinforce the district’s harassment policy. These actions may include, but are not limited to:

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

Incidents that may meet the definition of a “hate crime” are reported to law enforcement and documented on the District’s Hate Crime Reporting Form. A separate form is available for reporting incidents which the school administrator feels do not rise to the level of a hate crime. The forms and information contain within are forwarded to district office personnel on a monthly basis.

For specific details, refer to the District Safety Plan and the Los Angeles County Office of Education Board Policy and Administrative Regulations 5145.3.

Bullying Prevention Policies and Procedures

William S. Hart UHSD Bullying Prevention Policy

Wm. S. Hart Union High School District believes that all students and staff have a right to a safe and healthy school environment. Wm. S. Hart UHSD considers bullying or any behavior that infringes on the safety of any other person as a serious matter that will be investigated and be subject to subsequent disciplinary action.

A student shall not intimidate or harass another person through words or actions for any reason including race, religion, or sexual orientation such that the actions substantially interfere with a student's educational experience, create an intimidating or threatening educational environment, or disrupt the orderly operation of the school and/or the overall educational environment.

Young people are continuously developing their social skills and often experience conflicts with one another. Every conflict between students is not an incident of bullying. Bullying is defined as aggressive behavior that involves the following factors:

1. The behavior must be intended to cause harm.
2. There must be a real or perceived imbalance of physical or psychological power between those involved.
3. The behavior must be repeated over time and include the use of hurtful words and/or acts.

Bullying behaviors may include, but are not necessarily limited to, the following:

- Verbal - Hurtful name-calling, teasing, gossiping, making threats, making rude noises or spreading hurtful rumors.
- Nonverbal - Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical - Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting or destroying property.
- Emotional/Psychological - Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure or rating or ranking personal characteristics.
- Cyber Bullying - Any bullying, harassment or intimidation when such is accomplished utilizing electronic communication media or electronic signaling devices. Such media includes, but shall not be limited to, e-mail messages, text messages, instant messages, social networking sites, and internet based video sites and postings of blogs.

If any such activity as described above is engaged in on campus; during school sponsored activities including any sports, extra-curricular, or school related activities; or utilizing school provided technology, the individual(s) shall be subject to discipline pursuant to the school's disciplinary policy.

Wm. S. Hart UHSD reserves the right to regulate, review, investigate and discipline students for bullying harassment, intimidation and/or cyber-bullying or any other disciplinary violations when such activities threaten violence against another student, are related to school activities, or otherwise disrupt the learning environment or orderly conduct of the school, school business or school activities.

William S. Hart UHSD expects students and staff to immediately report incidents of bullying to the Principal, Assistant Principal or other campus authority. Students may also request that their name be kept in confidence to the extent allowed by law. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated and resolved in accordance with school policy.

To prevent bullying on campus, William S. Hart UHSD will provide training in bullying prevention and intervention strategies to staff and students. William S. Hart UHSD may provide students with instruction in the classroom or other school settings that promotes communication, social skills and assertiveness skills.

In an attempt to improve school climate, Arroyo Seco participates in the Safe School Ambassador Program. Each year students and adult group leaders/mentors participate in this education program. The program is basically a bystander education program that harnesses the power of students to prevent and stop bullying and violence.

The school's associated student body regularly provides assemblies and guest speakers that speak and provide presentations aimed at improving the school climate. Bullying prevention is regularly part of these ASB assemblies and presentations.

Arroyo Seco students also have access to Text-A-Tip - 1(765)831-2754. This is a mobile application where students can confidentially, via text, report bullying, among other activities, directly to school officials and the school resource deputy.

For specific details, refer to the District Safety Plan and the Los Angeles County Office of Education Board Policy and Administrative Regulations 5145.7.



William S. Hart Union School District Crisis Communication Guidelines for Handling Media

The William S. Hart Union School District recognizes the importance of the release of accurate and timely information in any emergency situation involving our schools, staff or students. Such emergencies will be of immediate significance to our parents and members of our community and will be of significant interest to the news media.

Our primary objective is to work as quickly and cooperatively as possible to supply timely information to the media on the crisis and its impact on students, teachers or staff members. Information will be released provided it does not jeopardize the emergency response activities, or conflict with federal privacy laws, the well-being of our students or employees, or the concerns of their families.

During an emergency, the media will not be allowed on campus. The media will be assigned to a designated temporarily staged media center outside the site of the emergency that will allow full access to the site by emergency response teams.

During a crisis, the Public Relations Officer will reach out to all SCV based media outlets. All incoming media calls will be referred to the PR Officer, allowing the emergency response team at the site to give full attention to relief efforts. The PR Officer is the assigned media spokesperson. The District will work as quickly as possible to provide accurate information to the media through written releases, direct interviews or phone calls, and news briefings held at the temporary Media Center set up at the site. Media requests for individual interviews with site administrators or District Office administrators will be arranged through the PR Officer. The media may interview students and parents when they are off campus.

Circumstances will be assessed and determination will be made if a press conference will be scheduled that may include District and site administrators, law enforcement and first responders.

All available and appropriate communication vehicles will be utilized, but are not limited to: On-site interviews and phone conversations, written news briefings distributed or via email, social networking sites, website alerts, eNotify alerts.

Information on the emergency will be released as it is available and limited to confirmed facts and general summary relating to progress of the last briefing. Significant changes will be reported as soon as they have been confirmed and assessed with regard to their impact on the emergency. Every effort will be made to release all news to ensure timely, consistent distribution to members of the media.

All information will be “on the record” and there will be no “unidentified sources” for information relating to the emergency. Any source of information is to be identified by name to ensure that the information can be verified if there is a question about its accuracy. The District will assess rumors, speculation or unverified information that has not been provided by a reputable, identifiable source, prior to providing a response to media queries.

The PR Officer will work closely with Public Information Officers representing law enforcement agencies, City of Santa Clarita and any other affected community partners. Information regarding criminal charges will be referred to the appropriate law enforcement agency and any information regarding anyone hospitalized as a result of the emergency, will be referred to a hospital spokesperson.

The PR Officer will handle follow up inquiries from the media the day after (and ongoing) regarding updates on the incident.

Public Relations Officer: Dave Caldwell, 661.259.0033, revised Jan. 2017