



CLERY ACT ANNUAL SECURITY REPORT 2023

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for
Hacienda La Puente Adult Education
(383084)
were completed and locked on **September 13, 2023**.

Thank you for your participation in the data collection.
This certificate was prepared on **September 13, 2023**

14101 E. Nelson Ave
La Puente, CA 91746

<http://www.hlpae.com/>
Total enrollment: 748 Students (2021)

Campus Location: 14101 E. Nelson Ave La Puente, CA 91746

ON-CAMPUS STUDENT HOUSING FACILITIES

This institution does not provide On-campus Student Housing Facilities.

LOCAL POLICE CRIME STATISTICS

Local police crime statistics are included with the campus's statistics.

SECURITY OFFICER

Name: Sergio Martinez
Title: School Police Officer
Address:
14101 E. Nelson Ave
La Puente, CA 91746
Phone: (626) 933-3927
Email: semartinez@hlpusd.k12.ca.us

FIRE SAFETY OFFICER

Name: Sergio Martinez
Title: School Police Officer
Address:
14101 E. Nelson Ave
La Puente, CA 91746
Phone: (626) 933-3927
Email: semartinez@hlpusd.k12.ca.us

LEAD TITLE IX COORDINATOR

Name: Paul Goins
Title: Director of Adult & Continuing Education
Address:
14101 E. Nelson Ave
La Puente, CA 91746
Phone: (626) 933-1000 ext. 3915
Email: pgoins@hlpusd.k12.ca.us

Criminal Offenses - On campus

Criminal Offense	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	1	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	1	0	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

Criminal Offense	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	1	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.
- As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses – Nonforcible were no longer collected.

Hate Crimes - On campus

Criminal Offense	Category of Bias for crimes reported in 2021								
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

[illegible][illegible]

Criminal Offense[illegible]

Category of Bias for crimes reported in 2021

[illegible]**Criminal Offense**[illegible]**Criminal Offense**[illegible]

Criminal Offense	Category of Bias for crimes reported in 2019								
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- Prior to the 2010 data collection, Simple assault statistics were reported as Any other crime involving bodily injury.
- Larceny-theft, Intimidation, and Destruction/damage/vandalism of property statistics were not collected prior to the 2010 data collection.
- As of the 2010 data collection, negligent manslaughter is no longer a category because it cannot be a hate crime.
- Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.
- As of the 2015 data collection, statistics for Sex offenses - Forcible and Sex offenses - Non-forcible are no longer collected.
- The Gender Identity category of bias was added in the 2015 data collection.
- As of the 2015 data collection the Ethnicity/National origin category of bias was split into separate Ethnicity and National origin categories.

These hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity / national origin.

VAWA Offenses - On Campus

Crime	2019	2020	2021
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses - Public Property

Crime	2019	2020	2021
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- Statistics for VAWA Offenses were not collected prior to the 2015 data collection.

Arrests - On campus

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Public Property

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

Disciplinary Actions - On Campus

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - Public Property

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

Unfounded Crimes - Unfounded Crimes

	2019	2020	2021
a. <u>Total unfounded crimes</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- Statistics for Unfounded Crimes were not collected prior to the 2015 data collection.

Clery Act – Annual Security Report

Table of Contents

1. Introduction	page 1
2. Campus Geography	page 2
3. Campus Security & Safety Program	page 3
4. Campus Crime Prevention	page 3
5. Disaster Preparedness	page 4
6. Emergency Notification	page 4
7. Timely Warning	page 6
8. Crime Collecting & Reporting Procedures	page 7
9. Procedures for Confidential Reporting	page 7
10. To Report Emergency	page 7
11. Access Policy	page 8
12. Security Awareness Programs	page 8
13. Hate Crimes	page 8
14. Sexual Offense Policy	page 9
15. Definitions	page 10
16. Sexual Assault Disciplinary Action	page 11
17. Prevention and Awareness Programs	page 11
18. Sex Offender Registration	page 12
19. Disciplinary Proceedings & Standard of Evidence	page 14
20. Substance and Alcohol Abuse	page 14
21. Purpose, Policy, Procedure	page 15
22. Tobacco Free Campus	page 16
23. Weapons Policy	page 16
24. Important Phone Numbers	page 17
25. Crime Statistics	page 18
26. Drug & Alcohol Abuse Prevention Program	page 22
27. Standard of Conduct	page 22
28. Consequences for Violations	page 23
29. Legal Sanctions Federal	page 23
30. Legal Sanctions State	page 24
31. Legal Sanction Local Ordinances	page 25
32. Financial Aid Consequences	page 26
33. Health Risks Related to Alcohol & Drug Abuse	page 27
34. Resource & Treatment Programs & Treatment Centers	page 28
35. Distribution Plan	page 29

Hacienda La Puente Adult Education Career Technical Education 2020 Annual Security Report This report has been produced in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and is available in electronic format at www.hlpae.com. Hard copies are available at the Hacienda La Puente Adult Education (HLPAE) Financial Aid Office. For more information regarding the Act, please click here: <https://www.gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf#page=33> ANNUAL SECURITY REPORT

This report is the collaboration of a work group comprised of Hacienda La Puente Adult Education Financial Aid Administrator, HLPAE administrative team, HLPUSD Police Department, support services personnel and the Hacienda La Puente Unified School District (HLPUSD) governing board. Each entity provides updated information on their educational efforts and programs necessary to ensure compliance with the Clery Act. Additionally, it includes input regarding crime statistics from the local law enforcement agency (Industry Sheriff's Department).

Each year, the CTE Director, Financial Aid/Program Administrator, HLPUSD Police Department and prepare an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Institutions participating in Federal Title IV financial aid programs, must prepare, publish and Annual Security Report (ASR) to current and future students and employees. The ASR contains certain crime statistics and current campus safety and security policies in accordance with the Clery Act. The purpose of this report is to provide information relating to campus safety and security to aid future and current students and employees in making safe, informed decisions regarding our institution.

The Annual Security Report must be published, distributed and posted each year (unless otherwise authorized by US Department of Education) and contains three years of campus crime statistics and campus security statements in accordance with the Clery Act. The full text of this report is available upon request and posted on the HLPAE website at: www.hlpae.com.

Campus crime, arrest and referral statistics include those reported to the designated campus officials (including but not limited to: Executive CTE Director, CTE Directors, Program Administrators, Campus Security, HLPUSD Sheriff's and local law enforcement agencies. The crime reporting statistics cover Clery crimes that occur on campus.

Each year, email and/or written notifications are made to all enrolled students providing the website address to access this report. Staff members receive similar notification via email/memo. Prospective students and employees have access to the report on our web page at www.hlpae.com. • Pursuant to Education Code 32286, detailed information regarding HLPAE's "Comprehensive School Safety Plan" is updated annually and available on the HLPAE website at <http://www.hlpae.com>. Upon request, a hard copy of the Annual Security Report and the Comprehensive School Safety Plan (HLPUSD BP 0450) is available in the HLPAE Adult Education Main Administrative Office and Financial Aid Office. Requests for this information can be made in person, by telephone, or through written communication addressed to: Paul Goins, CTE Director, Hacienda La Puente Adult Education: Willow Campus at 14101 E. Nelson Avenue, La Puente, CA 91746. The HLPAE administrative office telephone number is (626) 934-2801. Information on how to obtain the Comprehensive School Safety Plan and crime reporting are included in the HLPAE Employee Handbook and HLPAE student orientation materials.

CAMPUS GEOGRAPHY: The campus geography for the purpose of this report is: 14101 E. Nelson Avenue, La Puente, County of Los Angeles CA 91746.

Industry Sheriff's Department shares information with Hacienda La Puente Unified School District officials regarding potential threats, as well as, provide information regarding criminal activity perpetrated within a 3-mile radius of the areas adjacent to the campus. Please read this report carefully and use the information to help foster a safe environment for yourself and others on campus. HLPAE has been fortunate in experiencing very few serious crimes, but the Industry Sheriff's Department as well as Hacienda La Puente Adult Education is aware of the possibility that a serious

crime or disaster could occur at any time. We encourage students, staff, and visitors to report all suspicious activity and to take responsibility for adopting measures to protect themselves and their possessions.

HLP AE is committed to providing a safe and secure campus environment for our students, faculty, staff and visitors, as well as protecting our facilities, property and assets owned and operated by Hacienda La Puente Unified School District. Per HLPUSD Board Policy 3515, students and staff will have a safe, secure, and peaceful campus where they are free from physical and psychological harm. HLP AE's administrators and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

CAMPUS SECURITY AND SAFETY PROGRAM

Hacienda La Puente Adult Education does not have student housing facilities, student organizations with non-campus locations, but does have District Police Department and partnership with Industry Sheriff's. The HLPUSD Police Department and Industry Sheriff's Department are the primary respondent for all campus emergencies and all reports of criminal activity on the HLP AE campus and on public property within or immediately adjacent to and accessible from the campus. The Industry Sheriff's Department has the authority to make arrests and to conduct investigations of alleged criminal offenses. The Clery Act requires the reporting of violent crimes, burglary, and motor vehicle theft, as well as a summary of arrests and disciplinary referrals for liquor law, drug abuse, and weapons violations.

Hacienda La Puente Adult Education have security personnel available on-site throughout the morning, afternoon and evening sessions. In addition, the HLPUSD Police Department Officers that patrol and investigate incidents seven days a week during the morning, afternoon and evening session meeting times. One (1) security assistant and Night Program Administrator are available in the evening to oversee the significantly smaller class sizes for the CTE programs hosted on-campus. They are available to assist school administrators with campus emergencies and/or reports of criminal activity on their respective campuses.

HLP AE has cameras located throughout the campus in strategic locations that help provide a live feed of what occurs to help bolster the safety on-campus. The security feed is streamed directly to different screens inside the HLP AE Adult Education Main Administrative Office. The cameras operate 24 hours per day, 7 days a week, 365 days per year. Classroom areas and restrooms are open to students from 8 a.m. to 8:30 p.m., Monday through Thursday, and 8 a.m. to 4:00 p.m. on Fridays. Hacienda La Puente Adult Education Administrative Office is open from 8 a.m. to 7:30 p.m., Monday through Thursday, and 8 a.m. to 4:00 p.m. on Fridays. The Administrative Office is closed on weekends. All other areas on campus require keys to gain access. All Hacienda La Puente Adult Education students are always required to wear photo ID Badges while on campus. Staff members are always also required to wear name badges or photo ID badges.

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

CAMPUS CRIME PREVENTION

Throughout the academic year, HLP AE holds various crime prevention and security awareness programs to inform the students and employees about the campus security procedures and practices. The types of programs provided typically include: crime prevention information presented through in-class presentations and online resources.

Information regarding domestic violence, dating violence, sexual assault and stalking is also available in the Administrative Office and Financial Aid Office. Resources regarding domestic violence, sexual assault, stalking and

mental health services can be obtained in the Main Administrative Office and Financial Aid Office. Anonymous help and mental health referrals can be obtained by students and staff through the HLP AE Pupil Personnel Services credentialed counselor.

During the student orientation session and new employee orientation, students and faculty discuss services offered by HLP AE, HLP USD, and the Industry sheriff's department. Information on campus crime and sexual assault prevention strategies is included. Students are required to wear photo ID badges and are notified that security cameras monitor activity on campus. The common theme of all awareness and prevention programs is to encourage students and faculty to be aware of their shared responsibility with HLP AE for their own security and the security of others. Students are always encouraged to look out for themselves and for one another.

During the first days of each new program start, an instructor reviews the steps for reporting on campus crimes and emergencies with incoming students. They also address safety, security and the reporting of classroom emergencies. Hacienda La Puente Adult Education maintains a Comprehensive School Safety Plan (CSSP) as required by Education Code 32282-32289. The contents of the CSSP include at a minimum, information assessing the status of school crime committed on campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. Active shooter training is provided to HLP AE's faculty and staff and have participated in two Active Shooter drills each year with support from HLP USD District Sheriff's. National tragedies remind us that the threat of an active shooter is real and increasingly prevalent in our society. HLP USD's Board of Education, District Sheriff's and administrators believe that taking proactive steps now, can help staff react quickly and effectively if a threat were ever to present itself on our campuses. A comprehensive active shooter training for our school staff that included but was not limited to the following: An in-depth discussion how to prepare, survive, and be safe after an action shooter incident and Active shooter training videos.

DISASTER PREPAREDNESS

The Hacienda La Puente Unified School District has adopted and implemented a district-wide emergency plan that adheres to the guidelines as set forth by both the state (SEMS) and federal (NIMS) requirements.

The objectives of the plan are the following: 1. To protect the pupils, employees, and facilities during emergencies that occur when school is in session and to establish appropriate plans for various emergencies. 2. To cooperate with local authorities in serving the community following a major disaster. 3. To inform pupils, parents, and the public of current emergency concepts and practices, and ensure that instruction is given in the schools of the District. HLP AE updates and revises the Comprehensive School Safety Plan annually through a systematic planning protocol. The key elements in our plan includes to assure each student a safe physical environment, provide each student with resiliency skills, and assure each student a safe, respectful, accepting and emotionally nurturing environment. Understanding of school procedures relating to school safety, Emergency Response Plan Prior and Comprehensive School Safety Plan. HLP AE administration seeks input from HLP USD District Sheriff's, Industry Sheriff's, Office of the Superintendent, and the HLP USD School Board.

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

School administrators, office managers, campus security, Allied Health Office, Financial Aid Office and custodial staff all have access to radios set to a common channel for effective communication and emergency supplies.

EMERGENCY NOTIFICATION

HLP AE maintains the ability to notify the campus community in the event of an existing emergency through several methods. When it is determined by the local authorities that an emergency exists, the authorities will notify the Office of

the Superintendent or Superintendent's Designee - Assistant Superintendent, Executive CTE Director, CTE Director or designated site administrator. The Emergency Response Plan will be implemented by the Assistant Superintendent of Secondary Education. The Superintendent and Sheriff's Department will determine if the emergency requires the immediate notification of the campus community. If it is determined that the campus should be notified because of an immediate threat to students or staff, the Superintendent or Assistant Superintendent will, without delay, activate one or more of the notification systems described below: 1. On Campus Public Address System: This system has the ability to notify the campus through the use of loudspeakers which are located on campus.

2. Employee Email: Messages can be sent to all employees who are listed as email recipients. 3. Email: Messages can be sent to all individuals who are listed as email recipients within the student records management database - ASAP 3.0 system. 4. Sheriff's Notification: Sheriff's will deliver messages through radios located in each sheriff's vehicle when available on campus. 5. Local Media: This is handled through the HLPUSD Office of the Superintendent. The Public Relations Coordinator will address all media such as radio, television and newspapers. Situations for which emergency notifications will be used, may include but are not limited to: 1. Potentially life-threatening situations (including those that may exist near or around the campus boundaries) such as an active shooter, intruder on campus, bomb threats, or extreme weather (fire, floods, etc.) 2. Disasters, natural or otherwise: Earthquake, tsunamis, aircraft crashes, biological hazards or pandemics. In the event of an emergency, mass notification of students and employees is currently made by accessing the following: Employee Email: Messages can be sent to all employees who are listed as email recipients. Email: Messages can be sent to all individuals who are listed as email recipients within the student records management database - ASAP 3.0 system. When the Industry Sheriff's/HLPUSD Sheriff's Chief or official designee decides that the emergency no longer exists, an "all clear" message will be sent using one or more of the above systems directed to all students, staff and visitors. Follow-up information is provided, as needed, to the community, by the administrator on duty, HLPUSD Office of the Superintendent or law enforcement agents. All systems are maintained regularly and routinely tested to ensure compliance and reliability.

Evacuation procedures and routes are listed in each classroom and building. Students are required to familiarize themselves with the evacuation procedures in each of their classes, as well as common areas.

The Industry Sheriff's Department is notified in the event of an incident of a criminal nature. Crimes in progress and other emergency situations in are to be reported directly to the Industry Sheriff's Department by dialing 9-1-1. Non-emergency notifications should be reported to the HLPUSD Police Department at (626) 330-3322. A school administrator should always be notified of any emergency and/or non-emergency situation as well.

"Alert" procedures are implemented during the following types of crisis: chemical accident, hazardous material spill, nuclear attack, aircraft accident, pesticide exposure, air quality advisory, or earthquake.

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

Campus Lockout procedures are implemented to prevent unauthorized persons from entering the school premises and is commonly used when the threat is general, or an incident or criminal activity is occurring in the immediate area of the school. This procedure allows school activities to continue as normal during the outside disruption. Either the school site or notification by local law enforcement can initiate a lockout.

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

Pursuant to Education Code 32286, specific detailed information regarding HLPAE's Comprehensive School Safety Plan and security policies is available on the following HLPUSD website: www.hlpschools.org.

Upon request, a hard copy of these documents is also available in the HLP AE Adult Education Main Administrative Office and the Financial Aid Office located at: 14101 E. Nelson Avenue, La Puente, CA 91746.

TIMELY WARNINGS

If a Clery Act crime occurs and represents a serious or continuing threat to students and employees, HLP AE administrators will immediately notify the Industry sheriff's department and HLPUSD District Police. The first responders to the scene are usually the sheriff's and emergency personnel. They will respond and work together to manage the incident. Depending on the nature of the incident, other departments and other local or federal agencies could also be involved in responding to the incident.

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

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

All HLP AE employees receive training in responding to critical incidents on campus. Annual drills are conducted by the HLP AE Administration to test the effectiveness of procedures outlined for emergency evacuations and intruders on campus. HLP AE Administration of Student Services schedules all drills and coordinates with the sheriff's department and site administrators throughout the drill process. District Police logs all responses, reviews school site performance, and presents any findings during a debriefing meeting conducted with each site administrator. Follow-up activities are provided for participants to obtain feedback. Information detailing both procedures is published each year, in adherence to Clery Act compliance efforts. Instructors provide incoming students with information regarding the location of emergency exits in the buildings, as well as, the direction they should travel when exiting the facility during a short-term building evacuation. Additionally, scheduled fire drills provide all occupants with opportunities to practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

The Industry Sheriff's Department is responsible for issuing timely warning notices. If a situation arises (either on campus or off-campus) that, in the judgment of Industry Sheriff's and District Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued via HLPUSD Office of the Superintendent, campus websites and through loudspeaker page messages depending upon the sensitivity and time factors. CRIME STATISTICS AND CRIME LOGS Crime statistics are reported pursuant to guidelines specified in the Jeanne Clery Crime Disclosure Act and as defined under the FBI Uniformed Crime Reporting procedures. Crime statistics for Hacienda La Puente Adult Education can be found on the Department of Education's website at <https://ope.ed.gov/campusafety/#/institution/details>.

These statistics are collected from the HLPUSD District Police Department, CTE Director of Financial Aid, Facilities Administrator and CTE Director. The HLPUSD Police Department then reports them on-line according to the directives of the United States Department of Education. A monthly crime log is available for review, upon request. The CTE Director of Financial Aid, CTE Director and Financial Aid and Facilities Administrator are responsible for collecting this data.

Students, prospective students and employees may contact the HLP AE Adult Education Main Administrative Office to access this information.

For more information regarding campus security or crime statistics, please contact CTE Director Paul Goins, CTE Director or Jorge Seccia Program Administrator at (626) 934-2801.

CRIME COLLECTING AND REPORTING PROCEDURES

Students, faculty, and staff are strongly encouraged accurately and promptly report all crimes to local law enforcement. Any suspicious activity of a person seen in the parking lots or loitering around vehicles, or inside the building should be reported to the local law enforcement agency. HLP AE does have HLP USD Police Department, and each year reviews its crimes logs maintained by the department and requests the Clery Act crime statistics from the Industry Sheriff's Department in accordance with the campus geography. The emergency contact number is 9-1-1. The contact number for the Industry Sheriff's Department is (626) 330-3322. In addition, students, faculty, staff and other members of the community should report a crime to the HLP USD Police Department and HLP AE Administration for making timely warning reports and the annual statistical disclosure. CTE Director Paul Goins, CTE Director (626) 934-2801 and/or Jorge Seccia Program Administrator

It is the policy of Hacienda La Puente Adult Education to provide prompt, sensitive and confidential service to all members of the campus community who may require assistance.

The following procedures have been established for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in HLP AE's crime statistics. If you are the victim of a crime, or if you need to report a crime, please report the incident as soon as possible to an instructor or HLP AE administrator. If you witnessed a crime, note the description of the person(s) committing or assisting along with any automobile information such as make, model, and license plate number, along with direction of travel. To report a crime or an incident that you do not want reported to the Industry Sheriff's Department, you should contact the HLP USD Police Department, CTE Director or Financial Aid Program Administrator. It should be noted that this staff member must report any crime listed in the Clery Act to the reporting office. The report will be written to ensure the anonymity of the victim, while taking steps to ensure the future safety of the campus community. This information allows the CTE Director and/or Financial Aid Program Administrator to keep an accurate record of the number of incidents involving students, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school and community of potential danger.

PROCEDURES FOR CONFIDENTIAL REPORTING

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

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

TO REPORT AN EMERGENCY

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

The campus community is obligated to report all unsafe activities, potential and real emergencies, and/or criminal activities to the CTE Director or Financial Aid Program Administrator as soon as possible. The following guidelines are as follows: When reporting emergencies by telephone, call (626) 934-2801 and ask for the administrator on duty. Please state your name, telephone number, and location. Give clear and accurate information. Be prepared to supply suspect and vehicle descriptions and the direction of travel. Please do not hang up until you have provided the office staff or site administrator on duty with all the information that they request. If you find yourself on-campus when you need to report an emergency, any HLP AE Main Office staff can assist you in connecting you with the administrator on duty. Based on the nature of the report, you may be asked to provide a statement for accurate reporting purposes.

ACCESS POLICY

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

Per HLPUSD Board Policy 1250, all persons who are authorized visitors shall report to the administration office for clearance, unless prior authorization is granted.

Current students are issued picture ID badges that grant them access to campus resources, Monday through Thursday, from 8 a.m. to 7:30 p.m., and on Fridays from 8 a.m. to 4:00 p.m. The campus is secured during non-business hours by locking doors, locked perimeter gates and is only accessible by issued keys. Surveillance cameras, mounted throughout the campus, provide additional security. For additional information regarding how our institution keeps its facility secure, please refer to the Comprehensive School Safety Plan at www.hlpae.com.

SECURITY AWARENESS PROGRAMS

Periodic safety and security awareness programs are in place for students and employees of the Hacienda La Puente Adult Education. The Financial Aid Program Administrator provides monthly safety topics for review to staff and faculty. Instructors are then responsible for implementing a lecture on said topics within their curriculum. The common theme of these programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The safety rules, including information regarding crime prevention, harassment, fire safety, incident reporting procedures, safety and wellness programs are reviewed during the first week of class and available to students in the Comprehensive School Safety Plan. Security, including crime prevention, is reviewed with employees at hire dates and during staff meetings. Instructors are required to discuss emergency evacuation procedures and safety policy on the student's first day of class. Visual emergency exit diagrams and procedures are posted at the entrances of all campus rooms.

HATE CRIMES

The Hacienda La Puente Unified School Board affirms in the right of every student to be protected from hate motivated behavior. It is the intent of the administration to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual based on his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices shall not be tolerated. Incidents of hate violence should immediately be reported to the school site administrator, HLPUSD Police Department and Industry Sheriff's Department. The HLPUSD does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs. To further reiterate HLPUSD School Board 5145.3 policies on non-discrimination/harassment and 5145.9 Hate-Motivated Behavior.

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities.

The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

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

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

It shall be the policy of the Board of Education under board policies 4030 that no employee of the District shall be permitted to subject another employee or applicant for employment to harassment based on race, religious creed, color, national origin, ancestry, physical handicap, disability (mental or physical), marital status, sex, sexual orientation, or age. The District shall take all reasonable steps to prevent such harassment from occurring, and disciplinary action may be recommended against employee involved in committing such harassment. There were no incidents of hate crimes reported for 2017, 2018 and 2019.

Hate crime categories include murder/non-negligent manslaughter, sex offenses – forcible, sex offenses – non forcible, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property.

HLPAE takes hate crimes and all criminal offenses seriously and encourages the campus community to report any crime to the CTE Director or Financial Aid Program Administrator. Crimes can also be reported by calling 911.

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

SEXUAL OFFENSE POLICY

Hacienda La Puente Adult Education (HLPAE) is required by the Clery Act to include in its Annual Security Report information about the school's sexual offense policy and procedures, prevention and how to access information on registered sex offenders in the community. <https://www.meganslaw.ca.gov/>

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

DEFINITIONS

Sexual Assault - Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth. Sexual assault includes, but is not limited to rape, forcible sodomy, penetration with a foreign object, sexual battery or the threat of sexual assault. There is legally no consent when either partner: • is below the legal age of consent • fears the consequences of not consenting (including the use of force) • feels threatened or intimidated • is coerced • says no, either verbally or physically (eg. Crying, kicking or pushing away) • has disabilities that prevent the person from making an informed choice • is incapacitated by alcohol or drugs • lacks full knowledge or information of what is happening • is not an active participant in the activity.

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

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

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

If you are a victim of a sexual assault at HLP AE, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. HLP AE strongly advocates that a victim of sexual assault report the incident as soon as possible. Time is a critical factor for evidence collection and preservation.

An assault should be reported directly to the Industry Sheriff's Department 911 or (626) 330-3322 and/or to the CTE Director, Financial Aid Program Administrator or administrative designee (626) 934-2801. Filing a sheriff's report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. However, reporting is at the victim's discretion.

Filing a sheriff's report will: • Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim; • Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and • Ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The CTE Director, Financial Aid Program Administrator, or

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

Sexual Assault Disciplinary Action

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. To initiate disciplinary action against a student or employee for sexual assault, a report must be made to the CTE Director. The following disciplinary procedures will be conducted in cases of an alleged sex offense: ● HLPUSD Police Department will delegate a representative to provide a prompt, fair, and impartial investigation of the specifics in the case, interview the accuser and accused, and any witnesses. ● The representative will have received annual training on the issues related to sexual assault and how to investigate and hearing process that protects the safety of victims and promotes accountability. ● HLPUSD Police Department will conduct a meeting during which the accuser and the accused are entitled to participate and have the option of one person who has no formal legal training to accompany them throughout the meeting. ● If warranted, HLPAE may contact the local sheriff's to assist in the process. ● HLPUSD Police Department and District Office, will be contacted to assist with the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. ● Both the victim and accused will be receiving simultaneous notification, in writing, of the outcome of any meeting and any available appeal procedures. ● A student found guilty of sexual misconduct could be suspended from school, recommended for expulsion, referred for other appropriate actions, and may be criminally prosecuted, per HLPUSD policy. ● Any district employee accused of abusing, assaulting or neglecting a student may be subject to appropriate disciplinary action pending the outcome of an investigation by the appropriate agency. If a determination is made that an employee has committed any crime, the district may take disciplinary action, including suspension and dismissal, in accordance with law, board policy, administrative regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

Prevention and Awareness Programs

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

Information to educate students and employees and promote awareness about domestic violence, sexual assault, dating violence, date rape and stalking is available in the HLPAE Adult Education Main Administrative Office. In addition, there is referral information/literature about date rape, risk reduction, and sexual assault available to students and employees. This literature is in the HLPAE Adult Education Main Administrative Office.

Anonymous help and mental health counseling referrals can be obtained through HLPAE administrator of counseling. Employee assistance referrals are available through the HLPUSD Department of Human Resources. HLPAE's primary concern is the safety of the survivor and campus community. Risk Reduction and Prevention Awareness Campaign for Students and Employees ● Walk with friends or with others to and from the parking lot areas. ● Be aware of your surroundings. ● Do not focus/text on your cell phone when walking. ● Have your car keys ready. Do not focus on searching through your purse or backpack. Check your backseat before entering your vehicle. ● Do not pick up unknown persons to give them a ride to their parking space. ● During the early stages of dating, consider dating with a group of people you know. Have a preplanned signal to let your friend know that you want to leave or need help. ● Communicate

clearly and often to your partner. It's never too late to say "No." • Don't be embarrassed or ashamed to say "No" or ask someone to stop. • Verbalize your expectations with your date. Talk about boundaries. • Trust your instincts. Guard your personal space. If someone makes you feel uncomfortable, remove yourself from the situation. Bystander Intervention

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

The bystander role includes: • Recognizing and interrupting situations of potential harm • Understanding conditions that facilitate violence • Intervening to prevent an assault before it happens. • It involves speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking. The following bystander strategies may be utilized: • If bystanders notice an incident taking place, they should contact the sheriff's immediately. • Assume responsibility. Be ready to intervene, even if others do not. • Speak up if you see someone leaving with a person, he/she knows is drunk. • Attempt to help. This may include helping a person to leave a situation, confront a behavior, diffuse a situation, or call for other support. • Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary but keep yourself safe. • Remember, if you perceive someone to be in presence of immediate harm, do not hesitate to call 9-1-1

SEX OFFENDER REGISTRATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, public information regarding sex offenders in California may be obtained by viewing the Department of Justice Online Megan's Law website, at: <http://www.meganslaw.ca.gov>.

Sex offenders are required to register and provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student. Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children. Unlawful use of the information for purposes of intimidating or harassing another is prohibited. VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA) On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). The law amended the Clery Act and required schools to provide students and employees the procedures to follow once an incident of domestic violence, dating violence and/or stalking has been reported.

HLPAGE includes statistics on the VAWA crimes in their Annual Security Report. A student or employee who reports to HLPAGE that the student or employee has been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, has rights and options as described in the Domestic Violence, Dating Violence and Stalking Policy. For more information, please see the Violence Against Women Reauthorization Act of 2013: <https://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf>

Sexual Assault - Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of this/her youth. Sexual assault includes, but is not limited to rape, forcible sodomy, penetration with a foreign object, sexual battery or the threat of sexual assault.

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

- Unintentional injuries such as car crash, falls, burns, drowning • Intentional injuries such as firearm injuries, sexual assault, domestic violence • Increased on-the-job injuries and loss of productivity • Increased family problems, broken relationships • Alcohol poisoning • High blood pressure, stroke, and other heart-related diseases • Cirrhosis - Liver disease • Alcoholic hepatitis • Nerve damage • Sexual problems • Permanent damage to the brain • Vitamin B1 deficiency, which can lead to a disorder characterized by amnesia, apathy and disorientation • Ulcers • Gastritis (inflammation of stomach walls) • Malnutrition • Cancer of the mouth and throat • Psychological dysfunction • Brain damage • Tuberculosis • Depression • Hearing Loss • Bronchitis • Sinus infections • Asthma • Alcohol dependence • Drug dependence

Resources Treatment Programs & Centers

Hacienda La Puente Adult Education and Hacienda La Puente Unified School District are committed to the promotion of well-being for all students and employees. HLP AE employs an Administrator of Counseling Services and which is available to meet with students Monday through Friday.

Attached Wellness Program: https://hlpusd-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1591860362228&vdid=i34f9qj2ihss6c9

Drug Abuse and Alcohol Prevention Programs: Attached Equity and Access: Community Resource Guide: <https://hlpusd-ca.schoolloop.com/file/1589354186879/1589354186854/7688621474518985835.pdf>

1. National Council on Alcoholism and Drug Dependence 4626 North Grand Avenue, Covina, CA 91724 626-331-5316 www.ncaddesgpv.org
2. Pacific Clinics Substance Abuse & Mental Health Services 2550 E. Foothill Boulevard, Pasadena, CA 91107 877-722-2737
3. Substance Abuse Prevention and Control (SAPC) County of Los Angeles Department of Public Health CORE Center-Pomona wellness Community 750 S. Park Avenue Pomona, CA 91766 Office: 909-802-2664

Additional Resources: Individuals with substance abuse issues are encouraged to seek help. Following is a list of local Resources, Treatment Programs and Centers.

- Drug-related: Narcotics Anonymous (NA) Los Angeles, CA (open 24 hours) 310-390-0279
- <https://westsidena.org/westsidewp/> Anaheim, CA (open 24 hours) 714-590-2388
- <https://orangecountyna.org/ocwp/> Pasadena, CA (open 24 hours) 626-584-6910
- www.sgvna.com
- Nar-Anon Family Group 23110 Crenshaw Blvd., Ste. A 1-800-477-6291 <https://www.nar-anon.org> Torrance, CA 90505
- Southern California Alcohol 562-923-4545, www.scadpinc.org/angel_step_too.aspx and Drug Programs, Inc. 11500 Paramount Blvd., CA 90241
- Little House 562-925-2577, www.littlehouseinc.org 9718 Harvard Street Bellflower, CA 90706
- Aegis Treatment Centers, 562-946-1587, <https://aegistreatmentcenters.com> 14238 & 14240 Imperial Hwy. La Mirada, CA 90638
- Promises Treatment Center, 562-741-6470, <https://www.promises.com> 17785 Center Ct. Dr., #280 Cerritos, CA 90703
- Los Angeles Centers 213-626-6411, www.lacada.com Alcohol and Drug Abuse
- Care Solace, 310-391-1253 www.caresolace.com
- Alcohol-related: Alcoholics Anonymous (AA), 1-844-335-2408 <https://www.aa.org> Local AA Meetings: <https://lacoaa.org/meetings/?tsml-day=any&tsml-region>
- Little House, 562-925-2577, www.littlehouseinc.org 9718 Harvard Street Bellflower, CA 90706
- Los Angeles Centers for 213-626-6411, www.lacada.com Alcohol and Drug Abuse

- Promises Treatment Center, 562-741-6470 <https://www.promises.com> 17785 Center Ct. Dr., #280 Cerritos, CA 90703
- Alcohol Education 562-986-5046 www.aerc.us Recover Center DUI/DVP Program 1355 S. Redondo Ave., #2 Long Beach, CA 90804

Distribution Plan

Hacienda La Puente Adult Education has committed and developed the following distribution plan to ensure that all employees and students receive, and are aware of the program.

Students: HLP AE will email all enrolled students at the beginning of each trimester (August, January) with an explanation and notification of the institution's Community and Wellness Resources along with a link to the district website for electronic access. Employees: HLP AE holds staff development throughout the year. All employees will receive notification, and a printed copy of the REEP (Employee Assistance Program). New employees will receive a printed copy of the REEP (Employee Assistance Program) during new employee orientation meetings.

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

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

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

Domestic violence, dating violence or stalking by an employee or student is prohibited and will not be tolerated by Hacienda La Puente Adult Education (HLP AE). If a student or an employee is alleged to be the victim or perpetrator of domestic violence, dating violence or stalking, a school administrator will promptly investigate all allegations of these alleged crimes and take appropriate action as required. Rights to Confidentiality

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

If you are a victim of domestic violence, dating violence, or stalking your priority should be to get to a place of safety. If necessary, you should then obtain necessary medical treatment or forensic examination. HLP AE strongly advocates that a victim of sexual assault, domestic violence, dating violence, or stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. The alleged offense should be reported to the CTE Director, Financial Aid Program Administrator, Administrative Counselor or designee, in writing, especially for crimes committed on or near the campus.

In addition, victims should report directly to the Industry Sheriff's Department 911 or (626) 330-3322 to obtain information regarding having a forensic examination. Reporting is at the victim's discretion. The CTE Director, Financial Aid Program Administrator, Administrative Counselor and/or administrative designee can assist the employee or student in notifying authorities, if requested.

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

Filing a sheriff's report will: ● Ensure that a victim of domestic violence, dating violence, or stalking receives the necessary medical treatment; and ● Provide opportunity for the collection of evidence as it may be necessary to the proof of criminal or institutional conduct proceeding arising from the report of domestic violence, dating violence or stalking or in obtaining a protection order. Hacienda La Puente Adult Education does not provide on-campus or off-campus professional counseling services. However, HLP AE can refer the victim to a non-related, outside counseling service such as a local domestic violence agency. Such agencies can provide mental health, victim advocacy, legal assistance, visa and immigration services, and other services for victims. Employees of HLP USD can contact the Department of Human Resources for assistance with resources. Disciplinary Action for Domestic Violence, Dating Violence and Stalking

The victim of domestic violence, dating violence or stalking may decide to pursue an investigation through the criminal justice system, Hacienda La Puente Adult Education, or only the latter. To initiate disciplinary action against a student or

employee, by contacting HLP AE CTE Director, Financial Aid Program Administrator, Administrative Counselor or administrative designee.

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

Disciplinary Proceedings/Standard of Evidence

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

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

If requested by the victim, and if such accommodations are reasonably available, victims of domestic violence, dating violence or stalking may have an option to change their academic, living, transportation, and working situations regardless of whether the victim chooses to report the crime to local law enforcement. In addition, HLP AE and HLP USD will make reasonable accommodations to assist victims with schedule and/or academic changes if an order of protection, order of no contact, restraining order or similar lawful order is issued by a criminal, civil or tribal court.

Prevention Programs

HLP AE maintains literature and other information to educate students and employees about the prevention and awareness of domestic violence, dating violence, sexual assault, and stalking in the Administrative Office and Financial Aid Office. In addition, HLP AE has a list of resources available locally that can provide counseling and additional referral information.

SUBSTANCE AND ALCOHOL ABUSE

Per HLPUSD Board Policy 5131.6, HLP AE district will try to keep all schools alcohol and drug free by taking positive action through education, parent involvement, medical and sheriff's referrals, and by handling incidents in schools involving the possession, sale, and/or use of alcohol, other drugs or related paraphernalia.

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

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

Sanctions: **Student:** If a student is found guilty of possession, use, and sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for, they will be dismissed from school. **Employee:** If a determination is made that an employee is guilty of possession, use, and sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for, the district may take disciplinary action, including suspension and dismissal, in accordance with law, board policy, administrative regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee. All students are provided information regarding the "Drug Free Schools and Communities Act" during prospective student orientations. Students attending the HLP AE CTE programs are provided a pamphlet entitled, "Health Risks Associated with Drug and Alcohol Abuse" during their financial aid counseling appointment. This pamphlet contains information regarding health risks associated with drug use, and available resources such as: • Cocaine Helpline – 1-800-COCAINE • National Council on Alcoholism Information Line – 1-800-NCA-CALL • Pride Drug Information Hotline – 1- 800-64-PRIDE • National Institute on Drug Abuse (NIDA) Hotline – 1-800 662-HELP Students are required to read the pamphlet on "Health Risks Associated with Drug and Alcohol Abuse" and provide their signature on the document as verification of doing so. Consumption or possession of alcohol by persons under the age of 21 or any other person is not permitted on the property of the Hacienda La Puente Unified School District.

HLP AE Administration or the CTE Director may use their discretion to provide alternatives to suspension/expulsion, including, but not limited to, counseling resources for substance abuse intervention programs.

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

Purpose

The purpose of this policy is to ensure Hacienda La Puente Adult Education is in compliance with the U.S. Department of Education's Drug Free Schools and Communities Act (DFSCA) and Part 86 of the U.S. Department of Education's General Administrative Regulations (EDGAR).

Policy

In compliance with the U.S. Department of Education's Drug Free Schools and Communities Act (DFSCA) and Part 86 of the U.S. Department of Education's General Administrative Regulations (EDGAR), Hacienda La Puente Adult Education – Hacienda La Puente Unified School District has developed for all Community and Wellness Resources for staff and students.

Procedure

Hacienda La Puente Adult Education has adopted, and implemented a drug and alcohol abuse prevention program with written information for staff and students: standards of conduct, consequences for violations, federal and state law legal sanctions, local ordinances legal sanctions, financial aid consequences, health risks related to alcohol and drug use, and resources for treatment. HLP AE has developed a plan to distribute, on a trimester basis, notification information to every staff member and students. HLP AE maintains readily available written materials that contain all aspects to the drug and alcohol abuse prevention program.

TOBACCO FREE CAMPUS

Smoking or use/disposal of any tobacco related waste within 25 feet of a school/playground (except sidewalks within 25 feet of playground) is prohibited. This policy also applies to electronic cigarettes or other imitation cigarette devices. Therefore, adult students are instructed to smoke outside the campus and are usually referred to the area located by the entrance of the parking lot adjacent to Woodruff Avenue. Smoking is not permitted on campus per HLPUSD Board Policy 3513.3.

WEAPONS POLICY

It is a serious violation of the law to bring firearms, knives, or other weapons, as identified in Penal Code 12020 P.C. 626.9 on to District property. Section 626.9 of the California Penal Code makes it a felony to bring or to possess a firearm or certain knives on the grounds or within buildings of the District or HLP AE property. HLPUSD Board Policy 5131.7

HLP AE strives to promote a safe campus environment conducive to academic achievement, through the cooperation of students, staff, law enforcement, and community partnerships. Hacienda La Puente Unified School District believes that all students have the right to a safe and healthy school environment. Every student is entitled to a safe school environment free from bullying. The Hacienda La Puente Unified School District will provide staff development training in bullying prevention and cultivate acceptance.

The Hacienda La Puente Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not discriminate, intimidate, harass, or bully another student through words or actions based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Education Code 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to a school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

The Hacienda La Puente Unified School District expects that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so. The Hacienda La Puente Unified School District expects employees and/or students to immediately report incidents of discrimination, harassment, intimidation, and bullying to a school administrator. HLPUSD Board Policy 5131.2 Bullying

The District has established Uniform Complaint Procedures that shall address each complaint of discrimination, harassment, intimidation, or bullying. Timelines and guidelines regarding the filing of a complaint, the investigation of alleged acts, and process for appealing the District's decision under the Safe Place to Learn Act are included in the Uniform Complaint Procedures. HLPUSD Board Policy 1312.3 Uniform Complaint Procedure.

Copies of the policy are also available at the HLP AE Main Administrative Office and HLPUSD website:
www.hlp schools.org.

California Education Code §48900(r) For purposes of the “bullying” subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupil’s person or property.

B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) “Electronic act” means the transmission of a communication, including, but not limited to, message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. How you can get help: • Talk to someone you trust. • Determine if the behavior violates campus policies or laws. Review student codes of conduct, state criminal laws, and civil rights laws. • Report criminal acts to campus administrators or community law enforcement. • Consult the CTE Director or Financial Aid Program Administrator to help determine if the behavior is sexual harassment. If you are being victimized online: • Block the person doing it from all platforms of social media and communicate only with people you know. If the perpetrator is another student, share evidence with the campus authorities – even though 70% of cyberbullying happens at home, it often involves other students at school.

• If cyberbullying contains threats, intimidation, obscene material or sexual exploitation, immediately report it to the sheriff’s. • Seek support and professional help for yourself if there is emotional stress reflected in depression, desperation, anxiety or thoughts of self-harm.

IMPORTANT PHONE NUMBERS:

Emergencies, 24 hours: 9-1-1

Hacienda La Puente Adult Education: (626) 934-2801

Industry Sheriff’s Department (626) 330-3322

Los Angeles County Information and Emergency After-Hours Number (213) 974-1234

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

(562) 347-1500

Rape/Sex Assault Treatment – East Los Angeles Women’s Center (800) 585-6231

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

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

Suicide Prevention Center Crisis Line (800) 273 -TALK (8255) Also available by text.

CRIME STATISTICS (See Crime Status – end of document)

Statistics, including crimes committed on campus and campus disciplinary actions which are collected by the HLPUSD Police Department, HLP AE Administration - CTE Director and Financial Aid Program Administrator. Since HLP AE does not have residential facilities on our campus, no statistics are available. For more information regarding campus security or crime statistics, please contact the office of CTE Director Paul Goins, CTE Director or Jorge Seccia Financial Aid Program Administrator (626) 934-2801.

Following is a 3 -year comparison of Parts I and II crimes occurring on the HLP AE campus. The Uniform Crime Reporting (UCR) Program divides offenses into two groups, Part I and Part II crimes. Each month, participating HLP USD Police Department submit information on the number of Part I offenses that become known to them; those offenses cleared by arrest or exceptional means; and the age, sex, and race of persons arrested for each of the offenses.

HACIENDA LA PUENTE ADULT EDUCATION – ANNUAL SECURITY REPORT at the end of this document and also by visiting <https://ope.ed.gov/campusafety/#/institution/details>

DRUG, MENTAL HEALTH & ALCOHOL ABUSE PREVENTION PROGRAM

For more information visit, HLP USD website www.hlpusd-ca.schoolloop.com

Hacienda La Puente Unified School District has contracted with Care Solace to provides services and help to all staff, student and families regarding Drug & Alcohol and, Mental Health. Please visit the link <https://www.caresolace.com/site/hlp>

Important Dates & Care Solace Mental Health Care Referral Access

- **September 5th- 11th, 2021** is Suicide Prevention Awareness Week. -Please visit the CANVAS Mental Health Course to access additional activities
- **September 7th, 2021 Parent University Symposium Webinar** on Teen Suicide Prevention and District Mental Health Resources **10:00AM English and Mandarin & 6:30PM Spanish (Flyers attached)**
- **Friday, September 10th, 2021**, is World Suicide Prevention Day. Asking students and staffs to wear Yellow. It is a time to remember those affected by suicide, to raise awareness, celebrate life and to focus efforts on directing treatment to those who need it most.
- On **Saturday, September 11th, 2021**, Teen Line is hosting their annual Call-a-Thon from 10am-10pm. Trained teen volunteers are available to support fellow teens with any challenges they may be facing. Visit www.teenlineonline.org for more information and to share with students.
- **September 21, 2021 Teen Wellness Workshop on Suicide Prevention**
- **Care Solace 24 Hours, 7 Days, 365 Days Access to Mental Health Care Referrals Call 1-888-515-0595 or click on <https://www.caresolace.com/site/hlp>**

Please see the additional suggested activities, resources and websites posted on our Mental Health course on CANVAS, folder, and links below:

Below are community resources for families and students:

California Department of Education, Alcohol, Tobacco and other Drug Prevention Program

www.cde.ca.gov/ls/he/at

Drug and Alcohol Abuse Prevention Regulations

DFSCA & Part 86 of EDGAR

The U.S. Department of Education's Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations (EDGAR), requires institutions of higher education to adopt and implement drug and alcohol abuse prevention programs for students and employees.

Failure to comply with the Drug and Alcohol Abuse Prevention Regulations may cause an institution to forfeit eligibility for federal funding.

Notification Institutions of Higher Education must annually notify each employee and student, in writing, of standards of conduct, consequences for violations, federal and state law legal sanctions, local ordinances legal sanctions, financial aid consequences, health risks related to alcohol and drug use, and resources for treatment programs.

Hacienda La Puente Adult Education – (HLP AE) has developed and implemented a drug and alcohol abuse prevention program for all students and its employees that addresses all required aspects set forth by the U.S. Department of Education.

Distribution Institutions of Higher Education must develop a plan to distribute, on a trimester basis, notification information to every staff member and student.

Hacienda La Puente Adult Education – (HLP AE) has a written plan on how to electronically distribute and readily maintain available written materials that contains all aspects of the drug and alcohol prevention program.

Biennial Review Institutions of Higher Education must prepare and publish a biennial review on the effectiveness and impact of alcohol and drug prevention efforts, the consistency of sanction enforcement, and identify areas requiring improvement or modification. The biennial review must be maintained on file and available for immediate submission should it be requested by the U.S. Department of Education.

Hacienda La Puente Adult Education – (HLP AE) will conduct its biennial review upon completion of the first year's implementation of the school's drug and alcohol abuse prevention program.

Standards of Conduct

Hacienda La Puente Adult Education – and Hacienda La Puente Unified School District are committed to providing a safe learning environment that is alcohol and drug free.

Employees All staff members Hacienda La Puente Adult Education – (HLP AE) will, and must, adhere to the Hacienda La Puente Unified School District's (HLPUSD BP 3513.3) Tobacco/Alcohol/Drug Free Workspace Policy which states: "The Hacienda La Puente Unified School District Policy prohibits smoking on all district campuses and in district vehicles. Students and Employees are not allowed to smoke, drink or use illegal drugs on school grounds, parking lots, or in parked vehicles." Additionally, all staff members of HLP AE will adhere to all federal and state laws, and local ordinances. Failure to adhere to HLPUSD's policy, federal law, state law, and local ordinances may result in disciplinary action.

Students enrolled in HLP AE have agreed to adhere to the Hacienda La Puente Unified School District's (HLPUSD) Tobacco/Alcohol/Drug Free Workspace Policy which states: "The Hacienda La Puente Unified School District Policy 3513.3 prohibits smoking on all district campuses and in district vehicles. Students and Employees are not allowed to smoke, drink or use illegal drugs on school grounds, parking lots, or in parked vehicles." Additionally, all students of

HLP AE will adhere to all federal and state laws, and local ordinances. Failure to adhere to HLPUSD's policy, federal law, state law, and local ordinances may result in disciplinary action. Student misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as determined in California Health and Safety Code Section 11014.5

Consequences for Violations

Disciplinary Actions – Hacienda La Puente Unified School District/Hacienda La Puente Adult Education – Students in violation of the Standard of Conduct, will receive disciplinary action from HLPUSD/HLP AE. Possible disciplinary actions may include one or more of the following:

Documented Reprimand (written or verbal) Students in violation of the Standard of Conduct will meet with administrator(s) and may receive a cease and desist from such conduct. Documentation of meeting, and its specifics, will be entered into the student's permanent records.

Probation Students in violation of the Standard of Conduct will meet with administrator(s) and may receive a status of probation in which the violating student is excluded from activities for a set period of time.

Students in violation of the Standard of Conduct will meet with administrator(s) and may receive a status of suspension. During the suspension period, the violating student will not be allowed to be on campus, attend program-related activities, or participate in school-related activities for a set period of time. The set period of time will be determined by the administrator.

Expulsion Students in violation of the Standard of Conduct will meet with administrator(s) and may receive an expulsion from HLP AE. In expulsion, the violating student will not be allowed to be on campus, attend program-related activities, or participate in school-related activities. The expulsion may be permanent or for a determined set of time set by the administrator.

Legal Sanctions Federal

Hacienda La Puente Adult Education – and Hacienda La Puente Unified School District recognizes and enforces all federal and state laws, and local ordinances

Federal Legal Sanctions Federal law allows for criminal and/or civil penalties for the unlawful possession, use, or distribution of a controlled substance. Penalties may include mandatory prison terms. Federal penalties and sanctions for illegal possession of a controlled substance. Additional penalties are imposed for trafficking. 21 U.S.C. 844(a) First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- 1st conviction and the amount of crack possessed exceeds five grams.
- 2nd crack conviction and the amount of crack possessed exceeds three grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing

provisions re: crack.) 21 U.S.C. 881(c)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations).

Hacienda La Puente Adult Education and Hacienda La Puente Unified School District recognizes and enforces all federal and state laws, and local ordinances

Federal Legal Sanctions - continued 21 U.S.C. 853a Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. 18 U.S.C. 922(g). Ineligible to receive or purchase a firearm. Classification/Drug Scheduling Directly obtained from the U.S. Drug Enforcement Administration (<https://www.dea.gov/druginfo/ds/shtml>) is provided below: Drug Scheduling Drugs, substances, and certain chemicals used to make drugs are classified into five (5) distinct categories or schedules depending upon the drug's acceptable medical use and the drug's abuse or dependency potential. The abuse rate is a determinate factor in the scheduling of the drug; for example, Schedule I drugs have a high potential for abuse and the potential to create severe psychological and/or physical dependence. As the drug schedule changes-- Schedule II, Schedule III, etc., so does the abuse potential-- Schedule V drugs represents the least potential for abuse. A Listing of drugs and their schedule are located at Controlled Substance Act (CSA) Scheduling or CSA Scheduling by Alphabetical Order. These lists describe the basic or parent chemical and do not necessarily describe the salts, isomers and salts of isomers, esters, ethers and derivatives which may also be classified as controlled substances. These lists are intended as general references and are not comprehensive listings of all controlled substances.

Please note that a substance need not be listed as a controlled substance to be treated as a Schedule I substance for criminal prosecution. A controlled substance analogue is a substance which is intended for human consumption and is structurally or pharmacologically substantially similar to or is represented as being similar to a Schedule I or Schedule II substance and is not an approved medication in the United States. (See 21 U.S.C. §802(32)(A) for the definition of a controlled substance analogue and 21 U.S.C. §813 for the schedule.)

Hacienda La Puente Adult Education – and Hacienda La Puente Unified School District recognizes and enforces all federal and state laws, and local ordinances

Classification/Drug Scheduling - continued Schedule I drugs, substances, or chemicals are defined as drugs with no currently accepted medical use and a high potential for abuse. Some examples of Schedule I drugs are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), 3,4methylenedioxymethamphetamine (ecstasy), methaqualone, and peyote

Schedule II drugs, substances, or chemicals are defined as drugs with a high potential for abuse, with use potentially leading to severe psychological or physical dependence. These drugs are also considered dangerous. Some examples of Schedule II drugs are: Combination products with less than 15 milligrams of hydrocodone per dosage unit (Vicodin), cocaine, methamphetamine, methadone, hydromorphone (Dilaudid), meperidine (Demerol), oxycodone (OxyContin), fentanyl, Dexedrine, Adderall, and Ritalin

Schedule III drugs, substances, or chemicals are defined as drugs with a moderate to low potential for physical and psychological dependence. Schedule III drugs abuse potential is less than Schedule I and Schedule II drugs but more than Schedule IV. Some examples of Schedule III drugs are: Products containing less than 90 milligrams of codeine per dosage unit (Tylenol with codeine), ketamine, anabolic steroids, testosterone

Schedule IV drugs, substances, or chemicals are defined as drugs with a low potential for abuse and low risk of dependence. Some examples of Schedule IV drugs are: Xanax, Soma, Darvon, Darvocet, Valium, Ativan, Talwin, Ambien, Tramadol

Schedule V drugs, substances, or chemicals are defined as drugs with lower potential for abuse than Schedule IV and consist of preparations containing limited quantities of certain narcotics. Schedule V drugs are generally used for

antidiarrheal, antitussive, and analgesic purposes. Some examples of Schedule V drugs are: cough preparations with less than 200 milligrams of codeine or per 100 milliliters (Robitussin AC), Lomotil, Motofen, Lyrica, Parepectolin

Legal Sanctions State

Hacienda La Puente Adult Education and Hacienda La Puente Unified School District recognizes and enforces all federal and state laws, and local ordinances

State Legal Sanctions: The State of California has its own set of laws regulating the unlawful possession, use, or distribution of a controlled substance. Penalties may include mandatory prison terms. Penalties under California Health and Safety Code Sections 11351-113479 et. seq. (Uniform Controlled Substances Act) are as follows:

- Transport, import, transfer, or sale of controlled substances may result in felony sentencing of 3 to 5 years. Transport from one California County to a non-contiguous county can result in an increased sentence of 3 to 9 years of imprisonment.
- Crimes involving the hiring or employment of minors to sell or distribute controlled substances, or the sale of controlled substances to minors, can result in sentences of 3, 6, or 9 years in state prison.
- California law allows adults 21 and older to transport less than 28.5 grams (or less than 8 g marijuana concentrate).
- California law also criminalizes the transport, import, transfer, or sale of chemicals used as ingredients for the manufacture of phencyclidine (PCP) and methamphetamine, or the transport, import, transfer, or sale of the drugs themselves.

Conviction may result in sentences of imprisonment lasting sixteen months to six years California State Law also allows for the seeking of increased punishments if the defendant has prior committed offenses.

California State Law also allows for the enhancement of sentencing when drug-related offenses occur within 1,000 feet of schools, school-related programs, or playgrounds during operational hours. This increased sentencing may result in an additional one to two years in prison. Furthermore, if the alleged offender is at least four year older than an involved minor, a separate and additional one – three year prison term by be applied.

Legal Sanctions Local Ordinances

Hacienda La Puente Adult Education and Hacienda La Puente Unified School District recognizes and enforces all federal and state laws, and local/county ordinances

Local Ordinances: The City of La Puente has its own established ordinances in regarding alcohol and drugs which addresses drugs and controlled substances. Legal sanctions may include, but not limited to: infractions, fines, and or imprisonment.

SECTION 3.04.020 CONSUMING ALCOHOLIC BEVERAGES: PUBLIC PLACES. For the purposes of this chapter “alcoholic beverages” shall mean and include alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent (1%) or more of alcohol by volume, and which is fit for beverage purposes, either alone or when diluted, mixed, or combined with other substances. No person while in or on any public school ground, public school building, public building, or grounds belonging to the State, County, or other governmental entity or agency, shall have in his or her possession or consume any alcoholic beverage. No person while in or on any unenclosed area designed or used, or intended to be used, for the parking of motor vehicles and which parking area is used in conjunction with or as any adjunct to any business, trade, or occupation for which a business license has been issued or is required to be issued pursuant to the provisions of Chapter 2 of Article VI of this Code, shall consume any alcoholic beverage nor have upon his or her person, nor in his or her personal possession, any container containing an alcoholic beverage, which container has been opened.

Hacienda La Puente Adult Education – and Hacienda La Puente Unified School District recognizes and enforces all federal and state laws, and local ordinances

SECTION 3.04.050. CONSUMING ALCOHOLIC BEVERAGES: IN VEHICLES. No person shall enter or remain in any vehicle while such vehicle is on any part of any public highway when such person or any other occupant of such vehicle is consuming any alcoholic beverage.

SECTION 3.58.010. LOITERING BY CRIMINALS (a) It is unlawful for any person to loiter in, on or near any public or private property or thoroughfare in a manner and under circumstances manifesting the purpose or the intent to engage in drug-related activity defined as criminal offenses in Chapters 6 and 6.5 of Division 10 of the California Health and Safety Code. (b) Among circumstances that may be considered in determining whether a person loiters and manifests the intent to engage in drug-related activity are: (1) The person enters and remains on any public or private property or thoroughfare under such circumstances that a reasonable person will conclude that the person who has entered and remained on said premises: (i) does not have a purpose legitimately connected with the business or activity of the legal occupant on or near the premises; (ii) does not have a bona fide intent to exercise a constitutional right; and (iii) does manifest the purpose of engaging in drug related activities defined as offenses in Chapter 6 and 6.5 of Division 10 of the Health & Safety Code. (2) The person is a known unlawful drug user, possessor, or seller. A "known unlawful drug user, possessor or seller" is a person who has, within the knowledge of the arresting officer, been convicted in any court within the State of any violation involving the use, possession or sale of any of the substances referred to in Chapter 6 and 6.5 of Division 10 of the Health & Safety Code or has been convicted of any violation of substantially similar laws of any political subdivision of the State or of any other State; (3) The person is currently subject to a court order prohibiting his or her presence in the particular area in which the person is loitering; (4) The person behaves in such a manner as to raise a reasonable suspicion that he or she is about to engage in, or is then engaged in, an unlawful drug related activity, including without limitation, the display of physical characteristics of drug intoxication, possession or usage, such as "needle tracks," the display of drug paraphernalia or the transfer of small objects or packages capable of containing drugs for currency or other drug related objects or packages in a furtive fashion; (5) The person is physically identified by the arresting officer as an active member of a "gang" or association which has as its purpose, and was previously engaged in, drug related activity; (6) The person loiters in or near to premises that have been reported to law enforcement as place suspected of drug related activity or in or within six feet of any vehicle registered to a known unlawful drug user, possessor or seller or near a person for whom there is an outstanding warrant for a crime involving drug related activity. (c) Violations of this Section 4107.5 shall constitute a misdemeanor.

SECTION 3.68.031 CONTROLLED SUBSTANCES: PUBLIC PLACES. (a) No person shall consume within any public place or business in the City, or on the grounds of any public or private park, recreation area, open space or school, or in the public parking, loading, access and areas accessible to the public, or private or commercial property which is open and accessible to the public, any non-alcoholic intoxicating substance possessed for the purposes of intoxication or any illegal or controlled substance, including marijuana, as defined in Health and Safety Code Section 11007. (b) No person shall have in his or her possession within any public place or business in the City, or on the grounds of any public or private park, recreation area, open space, or in the public parking, loading, access and areas accessible to the public, or private or commercial property which is open and accessible to the public, any instrument used to administer or ingest any intoxicating or controlled substance, including marijuana pipes or similar smoking devices, and including drug paraphernalia as defined in Health and Safety Code Section 11014.5.

Financial Aid Consequences

Disqualification Students with a federal or state drug conviction are disqualified for federal financial aid. FAFSA Question 23c (prior drug convictions) addresses aid eligibility when a student has a conviction for an offense that occurred during a period enrollment for which the student was receiving federal student aid. Only then will the conviction count towards disqualification. The conviction will not count if the offense occurred outside of the period of enrollment for which the student was receiving federal student aid. However, a federal or state judge may overrule this

exception. If the student was a juvenile, and not tried as an adult, when committed a conviction, it will not count. Additionally, a conviction will not count if it was reversed, set aside or reversed

Notification of Convictions Federal law requires educational institutions to report to the U.S. Department of Education any recipient of federal financial aid who is convicted of a drug-related crime on school property or at school-related activities. (Part 86 – Drug-Free School and Campuses, Subpart A – General, Section 86.3)

Period of Ineligibility Periods of federal financial aid ineligibility vary on whether the conviction was for possession or sale of illegal drugs, and on the number of previous offenses (if any). Conspiring to sell drugs convictions are included with sale of illegal drugs convictions. If student is convicted for both possession and sale of illegal drugs, the longer period of ineligibility will be enforced. Following information specifies time period of ineligibility: **Possession of Illegal Drugs** First offense: one year from date of conviction. Second offense: two years from date of conviction. Third offense: indefinite **Sale of Illegal Drugs** First offense: two years from date of conviction. Second offense: indefinite. Third offense: indefinite

Reestablishing Eligibility As directly obtained from 2018-2019 Federal Student Aid Handbook provided by the U.S. Department of Education (Volume 1 – Student Eligibility pg. 1-22): A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again. Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options: 1) Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program); 2) Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or 3) Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, when a student regains eligibility during the award year, [the student] may [receive federal financial aid] for the period of enrollment.

Health Risks Related to Alcohol and Drug Use

Health risks, both short and long term, may vary from person to person. Varying factors such as age, gender, individual physiology, mental health condition, and genetics may determine exact risks/symptoms. The following short-term and long-term health risks lists are for reference only and should not be used in determining a medical diagnosis.

Short-Term Health Risks Individuals using alcohol and or drugs may experience any or all of the following short-term risks:

- Poor judgement • Cognitive dysfunction • Delusions • Tremors • Muscle weakness • Slurred speech • Drowsiness • Vomiting • Diarrhea • Upset stomach • Headaches • Hallucinations • Breathing difficulties • Paranoia • Heart palpitations • Distorted vision and hearing • Decreased perception and coordination • Unconsciousness • Anemia (loss of red blood cells) • Coma • Blackouts (memory lapses, where the drinker cannot remember events that occurred while under the influence)

Health risks, both short and long term, may vary from person to person. Varying factors such as age, gender, individual physiology, mental health condition, and genetics may determine exact risks/symptoms. The following short-term and long-term health risks lists are for reference only and should not be used in determining a medical diagnosis.

Long-Term Health Risks Individuals using alcohol and or drugs may experience any or all of the following long-term risks: