

Ventura Unified School District
Ventura Adult and Continuing Education
5200 Valentine Road, Ventura, CA 93003

www.adultedventura.edu

Annual Security Report
October 2016



“Your Right to Know”

This report was produced in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act. For more information regarding the Act, please visit

www.ed.gov/admins/lead/safety/campus.html.

ANNUAL SECURITY REPORT

Each year, Ventura Adult and Continuing Education (VACE) prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the Clery Act. The purpose of this report is to provide information relating to campus safety and security in an effort to aid future and current students and employees in making informed decisions regarding our school.

The Annual Security Report is published every October 1st 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 our website at www.adultedventura.edu. This report is prepared in cooperation with the local law enforcement agencies, administrative staff from VACE's High School Diploma/GED program and VACE's Career Technical Education program. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act.

Campus crime, arrest and referral statistics include those reported to the designated campus officials (including but not limited to Director/Principal, Assistant Principals, Program Supervisors) and local law

enforcement agencies. These statistics may also include crimes that have occurred in private businesses located adjacent to our campus.

The Clery Act requires that all Title IV institutions prepare, publish and distribute an Annual Security Report containing three years of the institution's crime statistics. Each year, an email and/or letter notification is made to all enrolled students providing the website address to access this report. Staff members receive similar notification via email/memo. Potential students and employees have access to the report on our web page at www.adultedventura.edu.

Pursuant to Education Code 32286, detailed information regarding VACE's "Comprehensive School Safety Plan" and the VUSD Annual Notice of Parents' Rights and Responsibilities" is also updated annually and available on the VUSD website at www.venturausd.org/edserv/EducationalServices.

Upon request, a hard copy of the Annual Security Report and the Comprehensive School Safety Plan is available in the Adult Education Office. Requests for this information can be made in person, by telephone, or through written communication addressed to: Carolyn Vang-Walker, Assistant Principal, Ventura Adult and Continuing Education at 5200 Valentine Road, Ventura, CA, 93003. The VACE administrative office telephone number is (805) 289-1744. Information regarding the Comprehensive School Safety Plan and crime reporting procedures are

included in the VACE Employee Handbook and VACE/CTE Student Handbook.

CITY OF VENTURA – SCHOOL/ LAW PARTNERSHIP

The Ventura Unified School District (VUSD) and the City of Ventura Police Department work cooperatively to promote safe, high performing schools and secure neighborhoods throughout the City of Ventura. Since initiating the partnership in 1991, a variety of school and community services for children and youth have resulted. School and law enforcement representatives meet regularly to discuss individual cases in need of cooperative action. Most importantly, this on-going dialog enables a high level of preparedness and responsiveness to safety concerns and reduces the risk of harm. The briefings also help promote positive cooperative relationships among the meeting participants and additional services that would not otherwise exist.

School/Law Partnership activities and services are listed below:

- School Security - *Traffic safety, emergency response plans, crowd control at special events.*
- School Attendance - *Member of School Attendance Review Board*
- Delinquency Intervention
- Prevention Programs – *IMPACT (In-house suspension program at City Corps)*
- School Safety

- Cyber bullying
- PAL (Police Activities League)
- Updates on Gangs, Drugs, and other illegal substances

The City of Ventura School/Law Enforcement Partnership coordinates public safety services among school administrators and law enforcement officers. Because of the partnership that exists between the City of Ventura’s Chief of Police, Ken Corney, and VUSD’s Superintendent, Dr. Michael Babb, the School/Law Partnership is prepared to take action when necessary. Through teamwork, problems are acknowledged and public safety responsibilities are met. VACE has been fortunate in experiencing very few serious crimes, but the Ventura Police Department 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.

COMPREHENSIVE SCHOOL SAFETY PLAN VISION

Students and staff will have a safe and secure campus where they are free from physical and psychological harm. VACE’s Director/Principal 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 SAFETY PROGRAM

Ventura Adult and Continuing Education does not have student housing facilities or a campus police department. The City of Ventura's Police Department has been charged with providing law enforcement, security, investigations, and traffic control for students, staff and visitors on all properties owned and operated by the Ventura Unified School District. The Ventura Police Department is the primary respondent for all campus emergencies and all reports of criminal activity on the VACE 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 VACE's policy to notify the Ventura Police Department and for them to implement investigational procedures. All crimes committed by a student or staff member can result in immediate dismissal from VACE.

Additionally, VUSD contracts with the Ventura Police Department to provide School Resource Officers (SRO), who are available, to assist school administrators with campus emergencies and/or reports of criminal activity on their respective campuses. Ventura Adult and Continuing Education (VACE) contracts with a private security company to provide security alarms and surveillance cameras that monitor the campus, 24 hours per day, 7 days a week, 365 days per year.

To maintain a safe and secure environment, all visitors are required to check in at the school office upon arrival, and then return to the school office upon departure.

CAMPUS CRIME PREVENTION

During student orientation sessions and new employee orientation, students and faculty are informed of services offered by VACE. Information on crime prevention and sexual assault prevention strategies is presented on a continuous basis. The common theme of all awareness and prevention programs is to encourage students and faculty to be aware of their shared responsibility with VACE for their own security and the security of others. Ventura Adult and Continuing 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 current status of school crime committed on campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

DISASTER PREPAREDNESS

The Ventura 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.

VACE updates and revises the Comprehensive School Safety Plan annually

through a systematic planning protocol. A few key elements in our plan include the following:

- Goals 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
- School procedures relating to school safety
- Emergency Response Plan

Prior to publishing the annual Comprehensive School Safety Plan, VUSD seeks input from the mayor, VUEA President, VCEA President, Student Council, ASB President and members of the Ventura Community Partnership for Youth Collaborative.

The VUSD District Office, as well as, each campus has created emergency teams consisting of employees from the sites. Training is coordinated through the District for all team members. All teams conduct yearly exercises to test and evaluate the district's emergency plan and emergency equipment. The District maintains MOUs with the Ventura Police Department and maintains working relationships with other stakeholders, thereby ensuring the immediate response to assist in the management of an existing emergency. 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, and custodial staff all have access to walkie-talkies and emergency supplies.

VACE maintains the ability to notify the campus community in the event of an existing emergency through a number of methods. When it is determined by the police that an emergency exists, the police will notify the superintendent or superintendent's designee and the Director/Principal or designated site administrator. The Emergency Response Plan will be implemented by the School Incident Commander and/or Deputy IC. The Superintendent and Police 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 Incident Commander 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 community through the use of loud speakers which are located on each campus.
2. Employee Message Portals: This system provides an alert message and provides updates which can be accessed by all district employees.
3. Campus Message Board: This system can provide updated

information to those entering the campus by means of scrolling information.

4. Email: Messages can be sent to all individuals who are listed as email recipients.
5. Police Notification: Police will deliver messages through radios located in each police vehicle.
6. Local Media: This is handled through the District's Public Information Officer and will address all local media such as radio, television and newspapers.

EMERGENCY NOTIFICATION

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 parents, guardians and students is currently made by accessing the following:

- Ventura County Sheriff's Office of Emergency Services' website at www.vcsd.org/sub-office-er.php
- KVTA AM 1520 or KHAY FM 100.7 (English) KOXR AM910 (Spanish)
- ConnectEd – voice message on your telephone from your student's school or the district office.

When it is decided 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. All systems are maintained regularly and tested on an annual basis 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, such as the Administrative Office, meeting rooms, Ron Halt Classrooms, Student Support/Job Placement Room, and vending area.

The Ventura Police Department is notified in the event of an incident of a criminal nature. Crimes in progress and other emergency situations in on-campus buildings are to be reported directly to the Ventura Police Department by dialing 911. Non-emergency notifications should be reported to the Ventura Police Department at (805) 339-4399. The school administrator on duty should also be notified of any emergency and/or non-emergency situations.

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.

Lockdown procedures are to be implemented during the following types of crisis: dangerous intruder, drive-by, riot, hostage situation, death, bus accident, kidnapping or confrontation of groups of people.

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

Pursuant to Education Code 32286, specific detailed information regarding VACE's Comprehensive School Safety Plan and security policies is available on the following VUSD website:
www.venturausd.org/edserv/EducationalServices.

Upon request, a hard copy of these documents is available in the Adult Education Office located at: 5200 Valentine Road, Ventura, CA, 93003.

TIMELY WARNINGS

When a crime has been reported, the Ventura Police Department will determine if a Timely Warning should be provided to the campus community. The Ventura Police Department will be responsible for issuing these timely warning notices, as necessary. In the event that a situation arises (either on campus or off campus) that, in the judgment of the Chief of Police, constitutes

an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the District and campus websites, ConnectEd, and also posted by 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 Ventura Adult and Continuing Education can be found on the Department of Education's website at ope.ed.gov/security. These statistics are collected from the campus security authorities (Assistant Principals) and the Ventura Police Department and are reported on-line according to the directives of the United States Department of Education. A monthly crime log is available for review, upon request. The Assistant Principals are responsible for collecting this data. Students, prospective students and employees may contact the adult education office to access this information.

For more information regarding campus security or crime statistics, please contact Carolyn Vang-Walker, Assistant Principal, at (805) 289-1744.

CRIME REPORTING PROCEDURES

Students, faculty, and staff are strongly encouraged to report all crimes accurately and promptly to local law enforcement. Any suspicious activity of person seen in the

parking lots or loitering around vehicles, or inside the building should be reported to the local law enforcement agency.

The contact number for the Ventura Police Department is (805) 339-4400.

The emergency contact number is 9-1-1.

In addition, students, faculty, and staff should report a crime to the following administrators:

**Director/Principal
(805) 289-1744 ext. 1012**

**Assistant Principals
(805)289-1744 ext. 1108 or 1101.**

It is the policy of Ventura Adult and Continuing 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 VACE'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 VACE 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 Ventura Police

Department, you should contact the Director/Principal or Assistant Principal. 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. With this information, the Assistant Principal or Director/Principal can 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.

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 Director/Principal, Assistant Principal or a designee of the school can complete an incident report on the details of the incident without revealing the victim's identity. The purpose of confidential reporting is to comply with the wish to keep matters confidential while taking measures to keep the campus community safe. Reports filed in this manner are counted and disclosed in the annual crimes statistics for VACE.

TO REPORT AN EMERGENCY

Emergencies are unexpected events which 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 Director/Principal or Assistant Principal as soon as possible.

When you are reporting emergencies by telephone, please give your name, telephone number, and location. Give clear and accurate information. Be prepared to supply suspect and vehicle descriptions and the direction of travel. Please do not hang up until you have provided the office staff or site administrator on duty with all of the information that they request. For more information regarding crime tips and prevention, visit the Ventura Police Department Website.

ACCESS POLICY

Ventura Adult and Continuing 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. Current students are issued picture ID badges that grant them access to the buildings, Monday through Friday, from 8:00 a.m. to 10:00 p.m. The campus is secured during non-business hours by locking doors and setting alarms and is only accessible by issued key and alarm pass code. In addition, sixty motion detection surveillance cameras mounted throughout the campus provide additional security. For additional information regarding how our

institution keeps its facility secure refer to the Comprehensive Safety Plan.

SECURITY AWARENESS PROGRAMS

Safety and security awareness programs are in place for students and employees. 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 student orientation 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 Ventura Unified School Board Policy 5145.9 (a) (b) affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race,

ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices shall not be tolerated. Incidents of hate violence should immediately be reported to the school site administrator and Ventura Police Department. The Police Department 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.

There were no incidents of hate crimes reported for 2012, 2013 or 2014.

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.

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

Sanctions: A student or employee found guilty of a hate crime will be dismissed from school or terminated from employment.

SEXUAL OFFENSE POLICY

Ventura Adult and Continuing Education (VACE) is required by the Clery Act to

include in its Annual Security Report information about the school's sexual offense policy and procedures, prevention and how to access information on registered sex offenders in the community. The Ventura Police Department and Ventura County Rape Crisis Center offer sexual assault education and information programs to students and employees upon request. Literature on date rape education, risk reduction and response is also available.

Sexual assault is not tolerated by Ventura Adult and Continuing Education. VACE will promptly investigate all allegations of sexual assault and take appropriate action where required. A student or employee who reports to VACE that they have been a victim of sexual assault, whether the offense occurred on or off campus, will be referred to the Ventura Police 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 person has permission to have sex with a partner.

The Ventura Police Department is the primary respondent for all campus emergencies and all reports of criminal activity on the VACE 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 VACE's policy to notify the Ventura Police Department and for them to

implement investigational procedures. Witnesses, as well as, victims are encouraged by VACE to report crimes on a voluntary, confidential basis for inclusion in the school's crime statistics.

Sanctions: A student or employee found guilty of a sexual assault will be dismissed or terminated.

[What to do if you are sexually assaulted](#)

If you are a victim of a sexual assault at VACE, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. VACE strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Ventura Police Department (805)339-4400 or 911 and/or to the Director/Principal, Assistant Principal or designee. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. However, reporting is at the victim's discretion.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash,

douche, use the toilet, or change clothing prior to a medical/legal exam); and

- ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The Director/Principal, Assistant Principal, or 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 Director/Principal.

The following disciplinary procedures will be conducted in cases of an alleged sex offense:

VACE will delegate a representative to provide a prompt, fair, and impartial investigation of the specifics in the case, interview the accuser and accused, and any witnesses. The representative will have received annual training on the issues related to sexual assault and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. VACE 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, VACE may contact the local police to assist in the process. VUSD counsel 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 receive simultaneous notification, in writing, of the outcome of any meeting and any available appeal procedures. A student found guilty of sexual misconduct could be criminally prosecuted and will be expelled for the first offense. Any district employee accused of abusing, assaulting or neglecting a student may be subject to reassignment or a paid leave of absence 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

VACE has information available upon request to educate students and employees about domestic violence, sexual assault,

dating violence, date rape and stalking in the VACE/CTE Student and Employee Handbooks. In addition, there is referral information/literature about date rape, risk reduction, and sexual assault available to students and employees. This literature is located in the Student Support/Job Placement Room. Anonymous help and mental health counseling referrals can be obtained through the school administrators.

Risk Reduction and Prevention Tips

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

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

Bystander Intervention

Bystander intervention focuses on helping individuals understand and become more sensitive to crimes of sexual assault, domestic violence, dating violence, and stalking by providing prevention and interruption skills. The bystander role includes interrupting situations that could prevent an assault before it happens. It involves speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking. The following bystander strategies may be utilized.

- If bystanders notice an incident taking place, they should contact the police immediately.
- Assume responsibility. Be ready to intervene, even if others do not.
- Speak up if you see someone leaving with a person he/she knows is drunk.
- Attempt to help. This may include helping a person to leave a situation, confront a behavior, diffuse a situation, or call for other support.
- Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary but keep yourself safe.

- If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.

SEX OFFENDER REGISTRATION

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, public information regarding sex offenders in California may be obtained by viewing the Department of Justice Online Megan’s Law website, at:

<http://www.meganslaw.ca.gov> .

Sex offenders are required to register and provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student. Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

VIOLENCE AGAINST WOMEN 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. In addition, beginning in 2013, statistics on these VAWA crimes were included in VACE’s Annual Security Report. A student or employee who reports to VACE 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.

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 Ventura Adult and Continuing Education (VACE). In the event that a student or an employee, is alleged to be the victim or perpetrator of domestic violence, dating violence or stalking, the school will promptly investigate all allegations of these alleged crimes and take appropriate action as required.

[Rights to Confidentiality](#)

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

the health and safety of the victim, or the campus community, or in the fulfillment of the legal obligations of the school.

[What to do if you are a victim of domestic violence, dating violence, or stalking](#)

If you are a victim of domestic violence, dating violence, or stalking your first priority should be to get to a place of safety. If necessary, you should then obtain necessary medical treatment. VACE strongly advocates that a victim of 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 Director/Principal, Assistant Principal or designee, especially for crimes committed on or near the campus. In addition, victims should report directly to the Ventura Police Department (805) 339-4400 or 911. Reporting is at the victim's discretion. The Director/Principal, Assistant Principal or designee can assist the employee or student in notifying authorities, if requested.

Filing a police report with the Ventura Police Department will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- ensure that a victim of domestic violence, dating violence, or stalking receives the necessary medical treatment and

- provide opportunity for the collection of evidence as it may be necessary to the proof of criminal or institutional conduct proceeding arising from the report of domestic violence, dating violence or stalking or in obtaining a protection order.

VACE does not provide on-campus or off-campus professional counseling services. However, VACE 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 and other services for victims. Employees of VUSD can also utilize the employee assistance counseling program.

[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, VACE, or only the latter. To initiate disciplinary action against a student or employee, a report must be made to the Director/Principal or Assistant Principal.

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. VACE 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. The representative will have received annual training on the issues related to domestic violence, dating violence and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.
3. VACE will conduct a meeting during which the accuser and the accused are entitled to participate and have the opportunity to be accompanied to any related meeting by the advisor of their choice.
4. Both the accuser and the accused will be simultaneously informed in writing of the school's determination with respect to the alleged domestic violence, dating violence and/or stalking offense and any sanction that is imposed against the accused.
5. The accused and/or the victim have a right to appeal the results of the disciplinary proceedings. The appeal must be made in writing to the Director/Principal and must address the specific concern or concern that he or she is not in agreement with. If an appeal is received, all the documentation, evidence and reports will be reviewed by the legal counsel.
6. VACE will consult with the District 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

VACE 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 VUSD 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: A student found guilty of domestic violence, dating violence or stalking will be dismissed from school.

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.

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 and working situations regardless of whether the victim chooses to report the crime to local law enforcement. In addition, VACE 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

VACE maintains literature and other information to educate students and employees about the prevention and awareness of domestic violence, dating violence and stalking in the Student Support/Job Placement Center. In addition, VACE has a list of resources available locally that can provide counseling and additional referral information.

SUBSTANCE AND ALCOHOL ABUSE

It is the policy of the VUSD to keep all schools alcohol and drug-free by taking positive action through education, parent

involvement, medical and police 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 VUSD to provide a drug-free workplace in compliance with the Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989". No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance during, or after school hours at school or in any other district workplace.

The superintendent and school staff 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.

Any students violating this policy will be subjected to disciplinary action, including suspension and up to expulsion. Employees violating the district policy will be subject to disciplinary action which will be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.

All students are provided information regarding the "Drug Free Schools and Communities Act" during orientation. Students attending the VACE CTE program 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 information and provide their signature on the document as verification of doing so. Consumption or possession of alcohol by persons under the age of 21 is not permitted on the property of the District.

The Superintendent or Director/Principal may use her discretion to provide alternatives to suspension/expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

All state laws regarding alcohol will be enforced by the Ventura Police Department and VACE administrative staff. Violators may be subjected to arrest, fine, imprisonment and /or expulsion from the VACE 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.

VACE provides training and educational opportunities to adults. Therefore, adult students have a designated smoking area located across from the parking lot adjacent to Knoll Street.

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 VACE property.

VACE strives to promote a safe campus environment conducive to academic achievement, through the cooperation of students, staff, law enforcement, and community partnerships. Thank you for helping to make our campus a safe place to learn and work.

POLICY ON BULLYING (VUSD Board Policy 5131.2)

Every student is entitled to a safe school environment free from bullying.

The District's Policy on Bullying (Board Policy 5131.2 and Administrative Regulation 5131.2) can be accessed on the District's website at www.venturausd.org.

Copies of the policy are also available at the Administrative Office.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation - while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance - that typically has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear or harm to that pupil's or those pupil's person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health causing a reasonable pupil to experience substantial interference with his or her academic performance, or 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.

The electronic act is defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an

electronic device, including, but not necessarily limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

California Education Code §48900(r)

Engaged in an act of bullying. For purposes of this 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 Director/Principal or Assistant Principal to help determine if the behavior is sexual harassment.

If you are being victimized online, block the person doing it from your Facebook page or instant messaging account and communicate only with people you know. If the perpetrator is another student, share evidence with the campus authorities – even though 70% of cyberbullying happens at home, it often involves other students at school.

If cyberbullying contains threats, intimidation, obscene material or sexual exploitation, immediately report it to the police.

Seek support and professional help for yourself if there is emotional stress reflected in depression, desperation, anxiety or thoughts of self-harm.

Ventura Adult and Continuing Education	YEAR								
	2013			2014			2015		
On Campus and Public Property	CTE	HSD	TOTAL	CTE	HSD	TOTAL	CTE	HSD	TOTAL
CRIMINAL OFFENSES									
CRIMINAL HOMICIDE	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
SEX OFFENSES	0	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0	0
Non-forcible (Statutory Rape)	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
Firearms	0	0	0	0	0	0	0	0	0
Knife/Cutting Instrument	0	0	0	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0	0	0	0
Hands, Fists, Etc.	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
Forcible Entry	0	0	0	0	0	0	0	0	0
Unlawful Entry; No Force	0	0	0	0	0	0	0	0	0
Attempted Forcible Entry	0	0	0	0	0	0	0	0	0
Vehicle Burglary	0	0	0	0	0	0	0	0	0
THEFT	0	0	0	0	0	0	0	0	0
Petty Theft (Under \$400.00)	0	0	0	0	0	0	0	0	0
Grand Theft (Over \$400.00)	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
Auto	0	0	0	0	0	0	0	0	0
Truck & Bus	0	0	0	0	0	0	0	0	0
Other Vehicle (Bicycle)	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
Structural	0	0	0	0	0	0	0	0	0
Mobile	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Ventura Adult and Continuing Education	2013							2014						
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	TOTAL	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	TOTAL
HATE CRIMES –ON CAMPUS/PUBLIC PROPERTY														
CRIMINAL HOMICIDE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible (Statutory Rape)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Entry	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlawful Entry; No Force	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attempted Forcible Entry	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Petty Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Auto	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Truck & Bus	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Structural	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobile	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Ventura Adult and Continuing Education	2015						
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	Total
HATE CRIMES –ON CAMPUS/PUBLIC PROPERTY	0	0	0	0	0	0	0
CRIMINAL HOMICIDE	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0
SEX OFFENSES	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0
Non-forcible (Statutory Rape)	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
Forcible Entry	0	0	0	0	0	0	0
Unlawful Entry; No Force	0	0	0	0	0	0	0
Attempted Forcible Entry	0	0	0	0	0	0	0
Vehicle Burglary	0	0	0	0	0	0	0
THEFT	0	0	0	0	0	0	0
Petty Theft	0	0	0	0	0	0	0
Grand Theft	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
Auto	0	0	0	0	0	0	0
Truck & Bus	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
Structural	0	0	0	0	0	0	0
Mobile	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Ventura Adult and Continuing Education	YEAR								
	2013			2014			2015		
	CTE	HSD	TOTAL	CTE	HSD	TOTAL	CTE	HSD	TOTAL
ARRESTS ON CAMPUS									
WEAPONS	0	0	0	0	0	0	0	0	0
Carrying./ Possession	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS	0	1	1	0	1	1	0	0	0
Disciplinary Referrals	0	1	1	0	1	1	0	0	0
DUI	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
Total	0	1	1	0	1	1	0	0	0

Ventura Adult and Continuing Education Crime Statistics 2013-2014 Criminal Offenses (New Crime Categories Added for Violence Against Women Reauthorization Act of 2013) On Campus and Public Property						
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
	2013	2013	2014	2014	2015	2015
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Unfounded Crimes

There are very limited circumstances in which VACE can remove reports of crimes that have been “unfounded” by law enforcement. It is critical to note that the "unfounded" category includes not only false reports, but also what are called "baseless" reports, which are reports that turned

out not to meet the elements of the crime. Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section.

Ventura Adult and Continuing Education Crime Statistics 2012-2014 Unfounded Crimes On Campus and Public Property						
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
	2013	2013	2014	2014	2015	2015
Unfounded Crimes	0	0	0	0	0	0