



**Student & Parent Handbook
Fall 2020**

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Dear Students and Families:

Welcome to the 2020-2021 academic year!

Although we are not able to hold in person activities and events, I am excited to continue working with our students and their families. As we continue to adapt to the fluid situation of COVID-19 restrictions, our services will continue to be provided virtually during Fall 2020. In the event that restrictions for in person gatherings remain in place, our services will continue to be provided virtually for Spring 2021.

Upward Bound will continue to provide academic advising, tutoring, Saturday Academies, and even field trips this Fall 2020, however it will all be done **virtually**. We will not have any in person meetings or events this Fall, with the exception of a drive-up Supply Pick Up day.

Students are expected to participate in program activities, however we understand that some students and their families may have challenges. Our team will continue to reach out to students and parents/guardians regularly.

As we adjust to the ongoing changes of the current situation, please know that some things **may** change. We will make sure to provide you with up to date information if and when any change or changes occur. Upward Bound is here to help you, guide you, and answer any questions you may have.

It is our goal to provide a supportive and nurturing educational environment for our students. We are only a phone call or e-mail away. If there is any section in this handbook that is unclear, please communicate with staff as soon as possible. All **Upward Bound Staff contact information can be found on page 3**.

Here's to a positive and productive academic year.

Sincerely,

Miriam L. Carrillo

Miriam L. Carrillo
Director
Upward Bound Programs

Staff Contact Information

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Miriam L. Carrillo	Director	Miriam.Carrillo@norcocollege.edu	Cell: (951) 218-7931
Gabriela Ramirez	Coordinator Centennial H.S.	Gabriela.Ramirez@norcocollege.edu	Google Number: 951-444-0938
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Tutoring Attendance Policy

All students are **required to attend at least one hour of tutoring per week**. Any student who has earned a **grade of “D” or lower** in one of their core classes (in their most recent grades) must attend one hour for each class. Every student should know their most recent grade in each class. **The program staff asks that parents encourage their student to attend and take advantage of this resource.** For Fall 2020, Tutoring is offered Tuesday, Wednesday, and Thursday from 3:00pm-5:00pm for English, Math, and Science course, via Zoom through Study Smart Tutors.

Saturday Academy Attendance Policy

Upward Bound students are expected to attend every Saturday Academy. Please refer to the calendar in this handbook for specific dates. In the event that a student has to miss an academy, **it is the student’s responsibility to request to be excused** prior to the academy. A student may request to be excused from a maximum of two (2) academies. If a student needs to miss more than academies allowed, it will be handled on a case by case basis.

Please note: Requesting to be excused **does not** guarantee a student will be excused. If a student is ill on a Saturday Academy, we ask that the parent/guardian contact their student’s coordinator as soon as possible to inform them of their absence.

Students are expected to log-in (Fall 2020) at the start time via Zoom and sign-in when Saturday Academy sessions resume in person. This is how attendance is tracked. As of now, we are planning for Spring 2021 academies online, however, if we have the clearance to provide in person academies, students are expected to arrive on time. For in person academies, a light breakfast snack will be distributed prior to the start of class instruction.

Field Trip Policy

Virtual field trips will be offered Fall 2020. These are open to all students who are interested.

To be eligible to attend in person field trips, students must be in good standing with the program. This includes regular participation in:

- Saturday Academy
- Tutoring
- Academic Advising with their coordinator
- Regular communication with staff

Students will only be invited if they are in good standing. If a student is invited to a field trip and commits to attend, they are responsible for ensuring they can attend and turn in the required permission slip and any additional forms, if applicable. Should the student not be able to attend, it is imperative that staff is notified as soon as possible, when it is reasonable. There is never a cost to students and their families to attend field trips, however the program absorbs all costs including transportation, meals, and any admission costs. Providing timely notification will ensure another student is invited in

their place.

Guidance 48 Course (Class of 2022)

In late Fall 2020, Upward Bound staff will work with 11th graders to register and enroll in Guidance 48, a college course at Norco College. Students enrolled in this course are to refer to their course syllabus for pertinent information. In addition, students in this class are responsible for communicating directly with their instructor if they have any questions or concerns regarding the course. The class is scheduled to take place during the Norco College Spring semester, beginning in February 2021. More information will be provided to 11th graders only regarding specifics for this course.

Saturday Academy Calendar 2020-2021

Date	Time & Location
<p style="text-align: center;">August 29, 2020 Orientation ONLY 10th, 11th graders and parent/guardian</p>	<p style="text-align: center;">9:00am – 10:30am Online: Zoom</p>
<p style="text-align: center;">September 12, 2020 Student Leadership Conference students only <i>Students must individually register. The program will cover the registration fee.</i></p>	<p style="text-align: center;">9:30am-1:30pm Online</p>
<p style="text-align: center;">October 17, 2020 Wellness & Educational Workshop Students only</p>	<p style="text-align: center;">9:00am – 11:30am Online: Zoom</p>
<p style="text-align: center;">November 14, 2020 Wellness & Educational Workshop Students only</p>	<p style="text-align: center;">9:00am – 11:30am Online: Zoom</p>
<p style="text-align: center;">December 12, 2020 Wellness & Educational Workshop Students and parent/guardian</p>	<p style="text-align: center;">9:00am – 11:30am Online: Zoom</p>
<p style="text-align: center;">January 23, 2021 Saturday Academy</p>	<p style="text-align: center;">Time and Location to be announced (TBA)</p>
<p style="text-align: center;">February 20, 2021 Saturday Academy</p>	<p style="text-align: center;">Time and Location to be announced (TBA)</p>
<p style="text-align: center;">March 20, 2021 Saturday Academy</p>	<p style="text-align: center;">Time and Location to be announced (TBA)</p>
<p style="text-align: center;">April 24, 2021 Saturday Academy</p>	<p style="text-align: center;">Time and Location to be announced (TBA)</p>

Academic Year Dates (Tentative)

**Please note, all program activities may be subject to change. **

Field Trips

Monday, November 23, 2020: Virtual-out of state college/university

Tuesday, November 24, 2020: Virtual-private/Ivy League college/university

Monday, February 8, 2021: TBD Cultural field trip

Spring Break Trip (Class of 2022)

TENTATIVE DATES: **week of March 29, 2021-Friday, April 2, 2021**

As of now, we are uncertain if we will be able to conduct regular field trips in Spring 2021, especially the Spring Break Trip for 11th graders. Currently our college is not allowing any type of travel. There is **no guarantee** this trip will happen, however, we are providing dates so families can plan accordingly, **IF** we are able to provide this.

Requirements to be invited:

- Must be an 11th grader during the 2020-2021 school year (Class of 2022).
- Must have **at least** a 2.5 ***overall cumulative*** GPA during the academic year.
- Must not have received any letter grade less than a **C** on the most current grade report, typically end of Fall semester/early Spring progress report.
- Must have good Saturday Academy attendance. A maximum of 2 excused absences are allowed. The absence/s must be excused by UB staff.
- Must have fulfilled Tutoring requirement.

In order to be eligible to participate in the Spring Break College fieldtrip, you must meet all of the above requirements. Please keep in mind, space is limited. Once again, there is no guarantee we will be able to provide this trip, we are providing dates so families can plan accordingly in the event a student is invited to participate.

6-Week Summer Program

Summer Program Tentative Dates: Monday, June 21, 2021- Friday, July 30, 2021

Participation in the six (6) week Summer Academy is **required** of all 9th-11th grade students, unless they are required to attend summer school at their high school. Any students with special circumstances will be handled on a case by case basis. Participation is required for the **entire** six weeks. **Students who do not participate in the Summer Program for a reason other than summer school are subject to dismissal.**

Stipend Eligibility

When funds are available, Upward Bound will award stipends for Academic Year participation to students based on the following:

Upward Bound students who meet the following criteria will be eligible for a stipend. Meeting all stipend criteria **does not guarantee** a stipend will be issued. Academic Year stipends are in a maximum amount of \$100, however this amount may be reduced depending on a case by case basis.

Criteria:

- Student must attend tutoring for a minimum of 1 hour per week (regardless of grades).
- Students who have grades of “D” or lower in their most recent grades, must attend 1 hour of tutoring a week per class they have a low-grade in.
- Students must attend at least 6 Saturday Academies.

Program Property

TEXTBOOKS

Upward Bound covered the cost of textbook/s required for the college class/es our students took in the summer. As a reminder, **the textbooks are property of Upward Bound**. Please note the following:

- Once the Summer Program is over, students are expected to return their textbooks to the Upward Bound Program.
- Failure to return a textbook or if a textbook is returned damaged, may result in the student and their parent receiving a charge for the cost.

ELECTRONIC DEVICES

The Upward Bound Program understands that some students may need a device in order to successfully participate in Upward Bound. It is the student’s responsibility to inform Upward Bound staff if they need a device. The program will do its best to loan devices to students. Please note the following:

- Devices are loaned out to students for the sole purpose of participating in Upward Bound activities and for completing academic course work. Devices are not to be used for anything that is not academic related.
- Students are expected to take proper care of any device loaned to them (tablet, laptop etc.)
- Students and their parent/guardian must complete a check out form prior to receiving the device.
- Students are expected to take proper care of their issued device.
- Students are responsible for communicating any technical difficulties to staff.
- Students are expected to return the device in the condition they received it.
- Failure to return a device (or if a device is returned damaged), may result in the student and their parent receiving a charge for the cost.

Online Platforms

Google Classroom

The Upward Bound Programs have set up a Google Classroom for each program, through your high schools. This will be the source for disseminating information and posting documents for our students.

Zoom

The Upward Bound Program will continue to use Zoom as our online meeting platform. Students will use Zoom for program meetings, academies, tutoring, academic advising sessions. Students can join Zoom meetings with a tablet, laptop, or by calling from their phone.

Remind

Reminders and important announcements are sent out regularly via the Remind app.

Virtual Code of Conduct

Students and parents/guardians are expected to adhere to program expectations, rules and regulations, dress code, and standards of conduct as outlined in this Student and Parent Handbook.

In addition, students and parents/guardians are expected to adhere to a virtual code of conduct, listed below.

Failure to adhere to any expectations, rules and regulations, standards of conduct, virtual code of conduct, and/or behave in a manner that does not align with our program **can** result in dismissal from the Upward Bound Program. In addition, please see the specific information regarding an online environment.

ATTENDANCE POLICY

Students are required to participate in Upward Bound activities, even though they are held online.

- 1) Students are expected to attend and fully participate in program activities and meetings. This includes but is not limited to:
 - Academic Advising meetings
 - Weekly Tutoring
 - Monthly Saturday Academy
 - Other Program activities

VIRTUAL ETIQUETTE

Students are expected to adhere to Upward Bound standards of conduct while in an online environment.

- 1) We encourage our students to join meetings with their camera on, if possible. By using your camera, this will add a layer of communication and creates community.
- 2) Wear appropriate attire – please adhere to the program Dress Code.
- 3) Be aware of your surroundings. Please ensure your video background is classroom appropriate. (No offensive images, students should not be lying in bed during tutoring or program activities. Students should be fully engaged).
- 4) No offensive language or gestures. This includes verbal and in the chat.
- 5) Your microphone should be muted if you are not talking. This will prevent background noise.
- 6) Use “Chat” feature when appropriate. Please note, the meeting organizer has a record of all chat messages, whether to the group or private messages.
- 7) Be kind and supportive to meeting participants experiencing technical difficulties.
- 8) Only Upward Bound students may participate in program activities. If you have any questions or concerns, please let staff know.

CYBERBULLYING

Cyberbullying is bullying that takes place over digital devices. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information which causes embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns because it can be permanent. Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.

The most common places where cyberbullying occurs are:

- Via cell phone, computer, or tablet
- Email
- Social Media: Facebook, Instagram, Snapchat, Tik Tok, Twitter and others
- Text Message sent through devices, cell phone apps
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Online meeting platforms and forums where people can view, participate in, or share content.

Cyberbullying is prohibited during and outside of Upward Bound Program hours. Cyberbullying will not be tolerated.

- 1) Engaging in cyberbullying will be cause for dismissal.
- 2) If you have a personal issue or you have concerns about a classmate/s, instructors and/or staff, please contact the director.

Staff Expectations

Students and parents can expect the following from Upward Bound staff:

- Provide services to assist students in their pursuit of higher education
- Keep an open mind and positive attitude
- Respect others and themselves
- Provide a safe and positive educational environment where students can: learn, grow, and focus on their education
- Provide information, workshops, activities, and field trips to encourage students to pursue higher education
- Assist students in their pursuits of higher education by monitoring students' academic progress
- Hold all students to high academic expectations and standards
- Treat students as young adults. Every student will be expected to advocate for his or herself, which will prepare them for college
- Communicate with parents when necessary
- Return phone calls or reply to emails within 24 hours (excluding holidays, weekends, vacation or sick days)
- Provide Saturday Academies for students and parents
- Respect staff, participants, parents/guardians, volunteers, and any person that comes in contact with Upward Bound. This includes: speaking in a respectful and positive manner, no yelling, no verbal attacks, no invasion of personal space, and no making threats of any kind
- Collaborate with students and parents as needed

Student Expectations

The Upward Bound Program has high expectations of all its students. Participants are expected to:

- Be a student first and foremost
- Keep an open mind and positive attitude
- Respect others and themselves
- Attend Saturday Academy regularly and Tutoring (if required), ready to learn and work
- Arrive on time and be picked up on time
- Maintain at least a 2.5 GPA
- Maintain educational achievement as the priority and reason for attending
- Fully participate in program activities throughout the year and adhere to the schedules
- Take responsibility for communicating with staff if you have any academic concerns
- Ensure your contact information is current
- Request to be excused if unable to attend Saturday Academy
- Share ideas, be cooperative and keep an open mind to meeting new people and having new experiences
- Enroll in a college or university immediately after high school graduation
- Adhere to the program rules and regulations, dress code, and student expectations
- Adhere to the Riverside Community College District Standards of Student Conduct, **BP500 Standards of Student Conduct** (*see appendix*)
- Respect staff, participants, parents, volunteers, and any person that comes in contact with Upward Bound. This includes: speaking in a respectful and positive manner, no yelling, no verbal attacks, no invasion of personal space, and no making threats of any kind
- Respect the property and belongings of others, which includes, but is not limited to: staff, students, parents/guardians, the program, Norco College, RCCD, bus, or any place our program may visit
- Follow instructions given by the staff, which includes but is not limited to: permanent staff, teachers, tutors, college mentors, volunteers, and presenters.

Parent/Guardian Expectations

The Upward Bound program offers a positive environment which includes: education, information, activities and personal growth. It's our goal to work together with parents/guardians to ensure students are meeting their academic goals. Upward Bound expects parents/guardians to:

- Remember your child is the primary participant in this program, and we are here to teach them how to become independent and responsible for their actions
- Maintain an open mind and positive attitude
- Respect yourself and others
- Motivate your student to fulfill the commitment they made to Upward Bound
- Remind your student that he/she is responsible for their actions or lack of actions
- Support your child in their decision to pursue higher education
- Ensure your student attends the Saturday Academies at Norco College, arrives on time, and is picked up on time
- Attend the Parent Academies at Norco College when possible
- Attend required Orientations
- Give your undivided attention during Parent Orientations and Academies (no side conversations or use of electronic devices such as cell phones)
- Share ideas, work with other parents and staff. Maintain an open mind during new experiences
- Respect staff, participants, parents/guardians, volunteers, and any person that comes in contact with Upward Bound. This includes: speaking in a respectful and positive manner, no yelling, no verbal attacks, no invasion of personal space, and no making threats

Rules and Regulations

Please note, some of these rules and regulations are specific to when students are physically on campus. Many still apply even though we are in an online environment for Fall 2020, and Spring 2021 is yet to be determined.

As an Upward Bound participant, you will be a guest at Norco College during Saturday Academy and the Summer Academy. The following rules and regulations have been established so that you have a safe and successful experience while participating in the Upward Bound Program.

- Disrespectful behavior towards students, staff, parents, or anyone affiliated with the program is not tolerated. This includes but is not limited to: verbal abuse, using or taking someone's property without prior consent, gossip or threats. These offenses are grounds for suspension and/or dismissal, at the director's discretion.
- Drug paraphernalia and drugs (alcohol, marijuana, etc.) are not allowed and strictly prohibited, unless they are prescription drugs prescribed by a doctor, cleared with the Upward Bound Staff and recorded in the student's file.
- Cigarettes, cigars, tobacco, y vaping devices are prohibited at all times.
- Norco College is a smoke free campus. Cigarettes, cigars, tobacco, y vaping devices are prohibited at all times from everyone, even adults 21 and over.
- Anyone judged to be under the influence of drugs, alcohol, marijuana or any other controlled substance will be suspended from the program and subject to dismissal pending a meeting with their parent/guardian.
- Students are **NOT** allowed to leave campus during program hours.
- Fighting or horseplay of any kind will not be tolerated. Students involved in a physical altercation will be suspended from the program. Their parent/guardian will be contacted immediately to pick them up.
- Any inappropriate and/or unwelcome physical conduct or verbal harassment is cause for dismissal. This includes but is not limited to:
 - 1) Speech or gesture that is offensive, sexual, or vulgar in nature,
 - 2) attempting to engage in sexual activity or engaging in sexual activity.
- Any behavior that is deemed dangerous and has potential to cause injury to yourself or others will **NOT BE TOLERATED**. This includes but is not limited to: self-inflicted wounds, placing yourself and/or others in a potentially dangerous situation by behaving recklessly, striking/hitting anyone affiliated with the program, or engaging in a physical fight.

Rules and Regulations continued

- Upward Bound will allow students to bring cell phones during program hours. Students may use their cell phone during their free time **ONLY**. If a student's cell phone rings during class time or an activity, his/her cell phone will be confiscated. **NO EXCEPTIONS.**
- Academic dishonesty will not be tolerated and is cause for dismissal. This includes but is not limited to: plagiarism, cheating, having someone else complete your work, and copying another student's work and submitting as your own.
- Damage of college or program property will be cause for dismissal. This includes but is not limited to: personal space, public space, buildings, restrooms, classrooms, program office, books or other supplies.
- Students may not have or use "scooters", roller-skates, skateboards, bicycles, or other recreational devices that roll or have the potential for injury once on campus.
- All program organized activities, such as recreational activities or workshops, are required. Participation is not optional.
- Visitors are **NOT** allowed at any time.

Dress Code

Students are expected to dress appropriately when participating in online meetings and classes.

The Upward Bound Program is first and foremost an educational environment. To avoid distractions in the classroom, and to create a positive learning environment, a dress code must be followed. The following types of clothing and accessories are **NOT ALLOWED**:

- Items promoting alcohol, tobacco, drugs or violence.
- Items containing dark humor, vulgar or offensive language.
- Pants or shorts that are sitting too low below the waist line.
- Shorts, dresses, and skirts that are not appropriate (extremely revealing).
- Attire that is sheer or exposes any of the following: chest, stomach, and undergarments.

ANY STUDENT WEARING INAPPROPRIATE CLOTHING WILL BE REQUIRED TO CHANGE IMMEDIATELY. A PARENT WILL BE CALLED TO BRING THEIR CHILD A CHANGE OF CLOTHING.

Dismissal Procedure

The purpose of the Upward Bound program is to assist students in their pursuit of higher education. In order to create a positive and productive environment for students, parents, and staff, any student or parent who fails to behave in accordance with program standards is subject to dismissal.

Cause for Dismissal

Failure to comply with one or more of the following: student expectations, **BP500 Standards of Student Conduct**, parent expectations, rules and regulations, attendance policy, Virtual Code of Conduct (*virtual etiquette or cyberbullying policy*), or *any other infraction deemed inappropriate*.

- Breaking the law.
- No desire to participate in Upward Bound.
- Committing numerous minor infractions and failing to correct behavior after staff has intervened, and warned student and parent/guardian about this behavior.

Process for Notification of Dismissal

Students will be subject to immediate dismissal if they have behaved in a manner that is unacceptable. If the student has engaged in unlawful activity, the proper authorities will be notified as will the parent/guardian. In this case, the authorities will take over.

If a student is dismissed immediately, a parent/guardian will be notified via telephone that their student has been dismissed, and informed of the reason for dismissal. The parent/guardian will be required to pick up the student immediately. The student and parent/guardian will receive written notification via mail stating the effective date of the dismissal, why the student was dismissed, and documentation (as needed).

Process for Re-Entry

It is the staff's goal to ensure all students are provided with an environment free from distractions and disturbances. In addition, Upward Bound strives to provide an environment that is safe, positive, and engages students in learning. If a student would like to be considered for re-entry, this option must have been stated in their dismissal letter. If it was not stated, the student is **not eligible** for re-entry and will not be considered.

The student must contact their Upward Bound Director if they would like to return to the program.

The Director will schedule a meeting with the student and the parent/guardian. Within a week of the meeting, the student will be notified if they have been approved for re-entry.

If the student has been approved for re-entry, there will be a six-month probationary period, at the director's discretion. The student and parent will be given a contract to review and sign. If the student meets the probationary period, they will remain in the program. Should they engage in any behavior that is cause for dismissal in the future, they will be dismissed from the program permanently.

Appendix

- 1) Policy for Accommodations
- 2) Procedure for Medication
- 3) Snacks and Meals (dietary restrictions and allergies)
- 4) Riverside Community College District Board Policy 5500 (Standards of Student Conduct)
- 5) Reporting Discrimination or Harassment Procedures (RCCD)

Policy for Accommodations

Upward Bound is committed to student success.

Some of our students may benefit from available resources and support to succeed academically.

If a student has an Individual Education Plan (IEP) or 504 Plan in place at their high school, students and parents are highly encouraged to complete a **Self-Disclosure Form** and submit to Upward Bound staff.

By completing a **Self-Disclosure Form**, the Upward Bound staff can work with the student and parent to provide reasonable support as available.

Procedure for Medication

Upward Bound students are required to submit a completed and signed Medical History Form. The consent for Medical Treatment page contains the following important information.

- All prescription and over the counter medication must be checked with the Upward Bound staff upon departure of all trips.
- The only exception to medication is inhalers. Inhalers must be with participants at all times. It is recommended that the participant also bring an extra inhaler for the UB STAFF in case of emergency.
- UB staff will follow the directions on prescription as to when and how much medicine will be dispensed.
- Over the counter medication must also be checked in with the UB staff and will only be allowed the appropriate dosage as needed.
- UB staff will NOT provide medication to any participant without signed parental consent.
- Medication must be provided by the participant's parents.
- UB does NOT provide medication.

Snacks and Meals

The Upward Bound Programs provide students with snacks and meals during some program activities and events.

Upward Bound is aware that some students follow specific diets for various reasons. This includes but is not limited to the following diets: vegetarian, vegan, dairy free, and gluten free.

One of the main reasons for specific diets is food allergies. We understand that students can have life threatening reactions with some exposure to even tiny amounts of an allergen.

Parents may list specific dietary needs on their student's **Medical Form**. Upward Bound staff will work with our students and families to meet our students' dietary needs.

Our staff is committed to meeting our students' needs. Parents and students may update their **Medical Form** at any time. Please keep us posted if there are any changes in a student's diet, regardless if it is temporary or long term.



BP 5500 STANDARDS OF STUDENT CONDUCT

References:

Ed Code Section 66300, 66301, 76033;
Accreditation Standard II.A.7.b
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person (whether or not the threat is in person, defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.

3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, 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 defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty

Forms of Dishonesty include, but are not limited to:

- a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
- b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;

- c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
 - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
 - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
 - f. Buying or selling authorization codes for course access.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression which is obscene; libelous or slanderous or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off- site class, or during any District sponsored activity, trip or competition.
- a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3

players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to

class activities or academic matters contained in Administrative Procedure 5522.

- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007
(Replaces the Standards of Student
Conduct portion of Policy 6080)
Revised: May 17, 2011
Revised: August 20, 2013

The complete procedure and Board policies can be found at www.rccd.edu/board.
Available in alternate formats.



RIVERSIDE COMMUNITY COLLEGE DISTRICT Discrimination/Sexual Harassment Complaint Procedure Summary **Your Right to File a Complaint**

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure at <http://rccd.edu/administration/humanresources/DEC/Pages/Complaint.aspx>

Available in alternate formats

INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You are not required to participate in the informal resolution process.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Human Resources & Employee Relations Department immediately (951) 222-8595.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You may need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.



WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will assess your complaint and determine whether it meets the minimum threshold to initiate an investigation. Should an investigation be initiated, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative summary report to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative summary report is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative summary report is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees
c/o Human Resources & Employee Relations
Riverside Community College District
3801 Market St.
Riverside, CA 92501

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty five (45)calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC).

Last Updated: April 2017

CONTACT INFORMATION

Riverside Community College District Human Resources & Employee Relations

3801 Market St.
Riverside, CA 92501
(951) 222-8039
www.rccd.edu

Department of Fair Employment and Housing (DFEH) Los Angeles District Office

320 West 4th Street, 10th Floor
Los Angeles, CA 90013
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC) Los Angeles District Office

Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)

50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

State Chancellor's Office California Community Colleges (CCCCO)

1102 Q Street
Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu