



Senior Student and Parent Handbook 2018-2019



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Dear Students and Parents:

It gives me great pleasure to welcome our 12th grade students and their families to their final year in Upward Bound, the 2018-2019 school year! Welcome class of 2019.

As we do every academic year, our program has planned activities, and 12th grade specific events (field trips), and Senior Seminar which includes a Boot Camp and office hours.

The purpose of Senior Seminar is to provide one on one support to our students with the college application process. It is crucial students continue to participate regularly and attend all program activities for their benefit. We believe that our students and their parents will feel confident about the college application process and everything that follows as long as they remain committed to Upward Bound.

By participating in this program, every student and their family has made a commitment to their future. I encourage you to remain committed, or recommit if you have been absent. As your last year of high school has begun, allow Upward Bound to continue to guide and help you through the process.

Our program is here to motivate, guide, and help you, especially this last year. We are committed to remain by your side until you complete high school and enroll in a college/university. It's crucial our staff, students, and parents work together. We will do everything in our power to help you succeed academically and meet your goals, all we ask is that our students do their part and their parents support and motivate them.

Our staff is here for our students and their families. We're here to help all of our seniors get to a college or university by guiding them through the transition during their senior year and after. If at any time you have any questions or concerns, please do not hesitate to contact us.

The staff and I look forward to working with you all, attending your graduations, and seeing you off to the college or university of your choice.

Sincerely,

Eva Amezola

Eva Amezola

TRIO Director, Upward Bound Programs

Upward Bound Staff Contact Information

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Senior Seminar Course Policies and Expectations

Every senior is required to attend and participate in Senior Seminar. All seniors received notification about Senior Seminar and were provided a syllabus. Below are policies and expectations taken directly from the Senior Seminar syllabus.

Attendance: You are expected to be an active participant in activities and class discussions. Senior Boot Camps are vital, much of the learning experience in this class is participatory, attendance is mandatory! If you anticipate you will be missing a class, please notify Outreach Specialist and request assignment ahead of time. In the event of an absence, it is your responsibility to obtain lecture notes and homework assignments. Be on time. Being late is not acceptable and it can hurt your grade.

Grading Policy: The grade for this class will be cumulative of all points issued on assignments, class participation, and oral presentations. Excessive absences, tardies, non-participation in class discussions, and not completing homework assignments will affect your grade.

Participation: Participation can only be earned by attending class, and completing the in class activities and assignments.

Homework & Late Work Policy: All homework assignments are due at the end of each class. Late work will **NOT** be accepted unless prior approval has been granted. No make-up assignments.

Fall 2018 Lab Hours:

Each senior is to complete at least **10 lab hours** by November 27, 2018. The Senior Boot Camp hours **do not** count as lab hours. Lab hours are to be completed during office hours. Lab hours vary slightly per high school. Please refer to your syllabus for exact hours.

Spring 2019: Seniors will be required to attend a total of six (6) Senior Seminars at their high school during the Spring semester. **Please refer to the 2018-2019 calendar on page 8.**

Stipend Eligibility

If you are in compliance with tutoring and pass Senior Seminar in the **Fall** semester, you are eligible for a \$150 stipend.

If you are in compliance with tutoring, pass Senior Seminar in the **Spring** semester, and attend UB Summer Bridge, you are eligible for a \$150 stipend.

Tutoring Attendance

Tutoring attendance is required of any student who has earned a **grade of a D or lower** in one of their core classes, in their most recent grades. Every student should know their most recent grade in each class. **The program staff asks that parents ensure their student attends tutoring if they are required to.** Tutoring is offered after school on Tuesdays, Wednesdays, and Thursdays. Please refer to your individual program's hours.

Field Trips for Seniors

Seniors will be invited to attend events that are catered for them, such as conferences and leadership workshops if they are in good standing. If a senior is invited to attend a field trip and commits to attend, they are responsible for ensuring they can attend and turning in the required permission slip and any additional forms, if applicable. Should the senior not be able to attend, it is imperative that staff is notified as soon as possible. There is never a cost to students and their families to attend field trips, however the program absorbs all costs including transportation, meals, and registration fees. When the program is provided timely notification that a student is no longer able to attend, it will ensure another student is invited in their place to attend the field trip and take advantage of the opportunity.



UB Senior Graduation Requirements

Requirements

Often times when Upward Bound students become seniors, they tend to get “Senioritis”. Senioritis is when some seniors “check out” and lose track of their responsibilities during their final year of high school. We are here to help our seniors complete their last year of high school and go on to attend a college or university. In order for UB seniors to graduate successfully from high school and from Upward Bound, they are responsible for the following:

- Must maintain at least at 2.5 grade point average (GPA)
- Must attend Senior Seminar/Boot Camp in the Fall and Spring semesters.
- Must pass Senior Seminar both semesters with a 75% or better.
- Must complete all lab hours required for Senior Seminar.
- Must not miss after school tutoring if required to attend.
- Must commit to and attend UB Summer Bridge Program after high school graduation.

Summer Bridge Tentative Dates: June 10-11, 2019

Failure to comply with these requirements will prevent seniors from successfully graduating from Norco College Upward Bound. Students who do not graduate from the program **will not receive a completion certificate and graduation stole**. Certificates and stoles will be presented during the UB Awards Ceremony and Senior Graduation on **May 16, 2019**.

****Please note, each of our high schools may have other requirements seniors must meet in order to be able to wear their stole during their high school graduation ceremony.***

Summer Bridge

Tentative Dates: Monday, June 10, 2019-Tuesday, June 11, 2019

Summer Bridge is required of all 12th grade students. 12th graders will dedicate a few days during the summer after they graduate to participate in activities and workshops at Norco College that will assist them as they transition to college.

Preventing Summer Melt

Every academic year, for one reason or another, high school graduates experience “Summer Melt”. This is when recent high school graduates do not attend a college or university after graduating high school. In order to prevent Summer Melt, seniors will be contacted in the Summer (shortly after Summer Bridge) by their Outreach Specialist to assist them as needed to ensure our seniors enroll and attend a college or university for Fall 2019. Even though our students are officially out of the program, we are committed to ensuring they pursue postsecondary education.

Senior Calendar 2018 –2019

Date	Time
September 15th Senior Boot Camp 12th graders only	8:30am – 1:00pm
September 22nd Senior Boot Camp 12th graders only and parent/guardian	8:30am – 1:00pm
September 29th Senior Boot Camp 12th graders only	8:30am – 1:00pm
October 6th* Senior Boot Camp 12th graders and parent/guardian	8:30am – 1:00pm
Week of February 4, 2019 Senior Seminar at high school	Date and hours will vary by program
Week of February 25, 2019 Senior Seminar at high school	Date and hours will vary by program
Week of March 11, 2019 Senior Seminar at high school	Date and hours will vary by program
Week of March 18, 2019 Senior Seminar at high school	Date and hours will vary by program
Week of April 8, 2019 Senior Seminar at high school	Date and hours will vary by program
Week of April 22, 2019 Senior Seminar at high school	Date and hours will vary by program
Thursday May 16, 2019 UB Awards Ceremony & Senior Graduation	6:00pm-8:00pm

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, or vacations)
- 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
- Submit a 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
- 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 parent/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 four (4) Parent Academies at Norco College when possible
- 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 and 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

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 are prohibited at all times as well.
- 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 parents 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.

Rules and Regulations (continued)

- 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.
- 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.



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 extremely revealing.
- Attire that is sheer or exposes any of the following: cleavage, stomach, belly button, 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, and rules and regulations.

- 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) Riverside Community College District Board Policy 5500 (Standards of Student Conduct)
- 2) Reporting Discrimination or Harassment Procedures (RCCD)

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.

Last Updated: April 2017



HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available on the District Web site, from the Human Resources & Employee Relations Department at <http://rccd.edu/administration/humanresources/DEC/Pages/Complaint>, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

You can file a complaint with the:

District Compliance Officer
Riverside Community College District
3801 Market St.
Riverside, CA 92501
(951) 222-8039

or :

Office of the Chancellor
California Community Colleges
Legal Affairs Division
1102 Q Street
Sacramento, CA 95811-6549

*Discrimination/Sexual Harassment
Complaint Procedure continued on the reverse side*

Last Updated: April 2017



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 Administrative 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).

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