



9th, 10th & 11th Grade  
Student and Parent Handbook  
2018-2019





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Dear Students and Parents:

It gives me great pleasure that you and your student are participating in the Upward Bound program during the 2018-2019 school year.

As we do every academic year, our program has planned activities, university visits, field trips, and information sessions for our students. As always, students are required to participate in our program weekly, monthly, and during the summer.

Our goal is to create and provide an educational environment where students can learn, grow, and focus on their education. The purpose of Saturday Academy is to provide engaging activities, assist students with the college application process, and prepare students for upcoming standardized tests. We believe that by participating in the academies, our students will feel confident about the college application process and improve their standardized test scores.

By participating in this program, every student and their family has made a commitment to their future. Our program is designed for students who want to take advantage of every opportunity available to them, as well as students who take their education and future very seriously. We hope that all our students remain in the program until they graduate from high school and move on to higher education. This program is not a one day, one semester, or one year program. ***This program requires a long term commitment.***

All of our students have stated they want to go to college and have a career. In order to meet that goal, our program is here to motivate, guide, and help you. We are committed to remain by your side until you complete high school and enroll in a college/university. In order for students to succeed, 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.

Our staff is here for our students and their families. If at any time you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

***Eva Amezola***

Eva Amezola  
TRIO Director, Upward Bound Programs

## Upward Bound Staff Contact Information

Name	Title	E-mail	Phone Number
Eva Amezola	Director Upward Bound Programs	Eva.Amezola@norcocollege.edu	(951) 372-7154 <b>Cell:</b> (951) 616-4371
Miriam L. Carrillo	Assistant Director Upward Bound Programs	Miriam.Carrillo@norcocollege.edu	(951) 372-7083 <b>Cell:</b> (951) 218-7931
Gabriela Ramirez	Outreach Specialist Centennial H.S.	Gabriela.Ramirez@norcocollege.edu	(951) 739-7804 <b>CEHS UB Center:</b> (951) 739-5670 ext. 20074
Desiree Rivera	Outreach Specialist Corona H.S.	Desiree.Rivera@norcocollege.edu	(951)739-7826 <b>COHS UB Center:</b> (951) 736-3211 ext. 2211
Claudia Garcia	Outreach Specialist Norte Vista H.S.	Claudia.Garcia@norcocollege.edu	(951) 739-7821 <b>NVHS UB Office:</b> (951) 358-1740 ext. 621133
Victoria Orozco	Administrative Assistant I (PT) Upward Bound Programs	Victoria.Orozco@norcocollege.edu	(951)738-7721

## Saturday Academy Attendance Policy

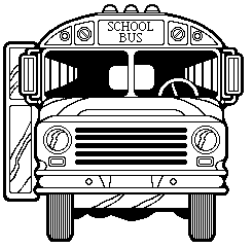


Upward Bound students are expected to attend every Saturday Academy six (6) total, and arrive on time. A student may request to be excused and miss one (1) academy if approved. Please refer to the calendar in this handbook for specific dates. In the event that a student has to miss an academy, **it is the student's responsibility to request to be excused** prior to the academy. Our program is in the process of transitioning to an electronic Excused Form. Until the transition is complete, a paper form is available at each UB office or center at our high schools.

**Please note:** Submitting a request 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 Outreach Specialist or the Assistant Director as soon as possible to inform them of their absence.

**Students are expected to arrive on Saturdays at 8:30am and be picked up at 1:00pm.** A light breakfast snack will be distributed prior to the start of class instruction. Any student arriving after 9:00am will be marked tardy.

## Field Trip Policy

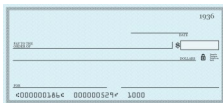


To be eligible to attend field trips, students must be in good standing with the program. This includes regular participation in Saturday Academy, tutoring, and regular communication with staff. **Students will only be invited if they are in good standing.** It is important that students always sign in during Saturday Academy and program activities. This is how attendance is documented. 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.

## Tutoring



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.



## Academic Year Stipends

pend of \$100.

9th-11th grade students who attend a minimum of five (5) out of the six (6) Saturday Academies (the absence must be excused) **and** are in compliance with tutoring, will receive a sti-

## 6-Week Summer Program

**Summer Program Orientation Tentative Date:** Saturday, June 22, 2019  
**Tentative Dates:** Monday, June 24, 2019-Thursdays, August 1, 2019



Participation in the six (6) week Summer Academy is **required** of all 9<sup>th</sup>-11<sup>th</sup> grade participants, unless they are required to attend summer school at their high school. 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.**

## Field Trip Dates 2018-2019



### Thanksgiving Week Field Trips

Monday November 19, 2018: 9th and 10th grade trip  
Cal Lutheran University & Cal State Northridge

Tuesday, November 20, 2018: 11th and 12th grade field trip  
Cal State San Luis Obispo & UC Santa Barbara

### Cultural Field Trip

Monday, February 11, 2019  
Location TBA

### Community Service Field Trip

TRIO Day of Service: open to all grades

**Date:** TBA (typically a Saturday in February)

### Northern California College Tour Trip

Tentative Dates: Week of Sunday, July 28, 2019

#### Requirements to be invited:

- Must be an 11th grader during the 2018-2019 school year (Class of 2020).
- Must have maintained **at least** at 2.5 GPA during the academic year.
- Must not have received any letter grade less than a **C** on the most current grade report.
- Must have good Saturday Academy attendance.
- Must not miss after school tutoring if required to attend.

***In order to be eligible to participate in the Northern California College fieldtrip, you must meet all of the above requirements. Please keep in mind, space is limited.***

# Saturday Academy Calendar 2018-2019

Date	Time
<b>*October 6, 2018* Orientation</b> 9th, 10th, 11th graders and parent/guardian	8:30am – 1:00pm
<b>*December 8, 2018*</b> <b>Student &amp; Parent Conference</b> 9th, 10th, 11th graders and parent/guardian	8:30am – 1:00pm
March 2, 2019 9th, 10th, 11th graders Kids that Code Test Preparation: CAASP	8:30am – 1:00pm
March 9, 2019 9th, 10th, 11th graders Kids that Code Test Preparation: CAASP	8:30am – 1:00pm
March 16, 2019 9th, 10th, 11th graders Kids that Code Test Preparation: CAASP	8:30am – 1:00pm
March 23, 2019 9th, 10th, 11th graders Kids that Code Test Preparation: CAASP	8:30am – 1:00pm
<b>June 22, 2019*</b> <b>Student &amp; Parent</b> <b>Summer Program Orientation</b>	TBA

## PLEASE NOTE!

- Students are required to attend ALL Saturday Academies.
- Students must request to be excused if they are unable to attend a Saturday Academy.
- *Not all reasons for an absence are excused.*
- 
- Students will only be excused from a Saturday Academy after it has been reviewed and approved.
- 
- When it is known an absence will take place, timely notification is expected and **required**.

Dates in **bold\*** indicate a Parent Orientation or Academy.

## **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

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.

## **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 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, 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) Snacks and Meals (dietary restrictions and allergies)
- 2) Riverside Community College District Board Policy 5500 (Standards of Student Conduct)
- 3) Reporting Discrimination or Harassment Procedures (RCCD)

## Important! Snacks and Meals

The Upward Bound Programs provide snacks and meals to our participants during some program activities and events.

In order to ensure our students are provided with meals that do not cause an allergic reaction and meet their dietary needs, it is important that our staff is given advance notice.

If any of our students have special dietary restrictions or are allergic to any food, it is crucial that their Outreach Specialist is notified to ensure the appropriate type of food is provided.

Please note, our programs serve over 200 students, therefore when meals and snacks are ordered and purchased, it is typical that a limited number of options are provided.

Our staff is committed to meeting our students needs, as long as we receive timely notification. Please ensure you and your student keep us posted if there are any changes in their diet regardless if it's 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.

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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](http://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](http://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](http://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](http://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](http://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](http://www.ed.gov)

### **State Chancellor's Office California Community Colleges (CCCCO)**

1102 Q Street  
Sacramento, CA 95811-6549  
(916) 445-4826  
[www.cccco.edu](http://www.cccco.edu)