

Upward Bound

NORCO COLLEGE

Student & Parent Handbook
2025-2026
(9th-11th graders)

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Dear Students and Families:

Welcome to the **2025-2026** school year!

The Upward Bound team is excited to work with our students and their families this year.

Our department will be welcoming two new team members this academic year to support the department. Students and parents will be notified when they join our team.

As a friendly reminder, Upward Bound's main objective is to ensure our students enroll in a college or university immediately following high school graduation. To reach that objective, we provide a safe educational environment where students can learn, grow, and focus on their education. Upward Bound provides engaging activities, assists students with learning about college eligibility, careers and majors, and offers preparation for standardized tests. By fully participating, our students will feel confident about the college application process and be prepared the next step in their educational journey.

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 requires long-term commitment.***

All our students have stated they want to enroll in college, earn a degree, and have a career. 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. It is crucial our staff, students, and parents/guardians to work together for the success of our students. We are here to help you succeed academically and help you meet your academic goals.

Upward Bound is here to help you, guide you, and answer any questions you may have.

Let us collaborate to ensure it is another positive and productive academic year.

Sincerely,



Miriam L. Carrillo
Director
Upward Bound Programs

Staff Contact Information

Name	Title	E-mail	Phone Number
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Vacant	PT Student Success Coordinator, UB & UBMS Norte Vista		
Vacant	PT Administrative Specialist		

****Please note, Upward Bound staff are available during regular business hours only.***

Upward Bound Office Location for Academic Year 2025-2026
1751 Third Street (Suite 101)
Norco, CA 92860

Tutoring Attendance Policy

Any student who has earned a **grade of “D” or lower** in one of their core classes, in their most recent grades(progress or semester) must attend one hour of tutoring weekly for each class. **The program staff asks that parents/guardians ensure their student attends, if they are required to.** Tutoring will be offered in person at our high schools. A Tutoring schedule will be shared with all students. It is very important that all students take advantage of this academic support.

Saturday Academy Attendance Policy

Upward Bound students are expected to attend Saturday Academy. Please refer to the calendar in this handbook for specific dates. Please note, only Fall 2025 dates have been provided, as Spring dates are being finalized. If a student must 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 for the academic year. If a student needs to miss more than two, 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 arrive on time and be picked up on time. We kindly ask all parents/guardians to please refer to the Saturday Academy schedule and plan accordingly.

In addition to the current Saturday Academy Calendar, test preparation will be provided for 11th graders to prepare them for the SBAC/CAASPP. This schedule will be shared with 11th graders prior to Spring 2026. Please keep an eye out for more information and details.

UB & UBMS Objectives (We Work Towards Meeting These!)

1. Students earn at least a 2.5 GPA.
2. Students score “proficient” in their SBAC exams, which they take during Spring semester during 11th grade. Specifically, Mathematics, Language Arts, and for UBMS students, in Science as well.
3. Students move on to the next grade level each academic year.
4. Students meet A-G requirements by 12th grade.
5. Students enroll in a college or university by Fall, immediately after high school graduation.
6. Students earn an AA or BA within 6 years of graduating from high school.
7. UBMS students earn an AA or BA in STEM within 6 years of graduating from high school.

Field Trip Policy

The health and safety of our students and staff is our priority. We will provide information and guidance prior to offering an in-person field trip. Field trip participation and attendance is encouraged, but voluntary. Space **is limited** for in-person field trips.

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

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

Students will be required to adhere to any safety guidelines and protocols established by Upward Bound, Norco College, and Riverside Community College District.

Students will only be invited if they are in good standing. If a student is invited on a field trip and commits to attending, 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 are notified as soon as possible when it is reasonable. There is never a cost to students 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 and program funds do not go to waste.

There may be some instances when “good standing” may be waived, at the director’s discretion. Although attendance is voluntary, students are highly encouraged to attend when invited.

Saturday Academy Calendar Fall **2025** (9th-11th graders) *

Date	Time & Location
#1 September 27, 2025 9 th , 10 th , 11 th graders	Norco College Arrival: 8:15am Programming: 8:30am-12:00pm
#2 October 25, 2025 CSU Fullerton Open House 9 th , 10 th , 11 th graders <i>Transportation will be provided</i> <i>Space is limited.</i>	Norco College Arrival: 7:30am Programming: 7:45am-3:30pm* <i>*Actual times may change slightly</i>
November NO ACADEMY	NO ACADEMY
#3 December 6, 2025 Saturday Academy (9 th , 10 th , 11 th) <i>Tentative: Parent Academy</i>	Norco College Arrival: 8:15am Programming: 8:30am-12:00pm

*Please note, program activity times and dates may be subject to change. **
*Spring 2026 Saturday Academy dates are in the process of being finalized. **

Test preparation dates for 11th graders will be provided prior to Spring 2026.

Tentative Field Trips for 2025-2026*

Date	Location	Programs Invited
November 15, 2025	Latino Network Student Leadership Conference, UC Riverside	All programs, 9 th , 10 th , 11 th graders Capacity: 40 students Must RSVP
February 9, 2026	Cultural Field Trip	UB Centennial & UB Corona

**Field trip schedule may be subject to changes and/or additions.*
Eligible students will be notified accordingly.

Tentative: Overnight Field Trips

CSU College Tour (Class of 2026)

TENTATIVE DATES: **November 23, 2025- November 24, 2025***

Please note, there is a limit to how many students can participate **IF** this trip is held.

Requirements to be invited:

- **Did not** attend the Spring Break College Tour in Spring 2025.
- Must be a 12th grader during the 2025-2026 school year (Class of 2026).
- Must be on track to meet A-G requirements.
- Must have **at least a 2.0** overall cumulative GPA during the academic year.
- Must have grades of **“C” or higher** on the most current grade report.
- Must have fulfilled Academic Advising and Tutoring requirements.

Spring Break College Tour (Class of 2027)

TENTATIVE DATES: **March 30, 2026- April 2, 2026***

Please note, there is a limit to how many students can participate **IF** this trip is held.

Requirements to be invited:

- Must be an 11th grader during the 2025-2026 school year (Class of 2027).
- Must be on track to meet A-G requirements.
- Must have **at least a 2.5** overall cumulative GPA during the academic year.
- Must have grades of **“C” or higher** 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 is allowed. The absence/s must be excused by UB staff.
- Must commit to attending Test Prep in Spring 2026, tentatively occurring after the trip.
- Must have fulfilled Academic Advising and Tutoring requirements.

Please note, we cannot guarantee either of the above overnight trips will occur. If they do occur, space is limited and requirements must be met. We are providing dates so families can plan accordingly in the event a student is invited.

6-Week Summer Program

Summer Program Tentative Dates: **Tuesday, June 16, 2026- Thursday, July 23, 2026**

Participation in the six (6) week Summer Academy is **mandatory** and **required** of all 9th-11th grade students **unless** they are required to attend online or in-person summer 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 may be subject to dismissal.**

Tentative: Residential Week*

The UB Programs may tentatively offer one residential week at a university campus during the Summer Program time frame. Please stay tuned for more details.

Stipend Eligibility

*When funds are available, Upward Bound **may** 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. Regardless, the criteria remain the same.

Criteria:

- Students must meet with their coordinator for **at least** 6 academic advising sessions, 3 in the Fall and 3 in the Spring.
- 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 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 receive 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. Parents are encouraged to review their student's Upward Bound Google Classroom once a week.

Zoom

The Upward Bound Program will occasionally use Zoom as our online meeting platform **as needed**. Students may utilize Zoom for some program services such as Academic Advising. Students can join Zoom meetings with a tablet, laptop, cellular phone, or by calling from a phone.

Remind

Reminders and important announcements are sent out regularly via the Remind app. There is a Remind section for students and one for parents.

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.

VIRTUAL ETIQUETTE

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

- 1) We encourage our students to attend meetings with their camera on, if possible. By using your camera, this will add a layer of communication and build 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 reputation 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, laptop, Chromebook, tablet or another electronic/digital device
- Email
- Social Media: Facebook, Instagram, Snapchat, Tik Tok, Twitter and other platforms that have a messaging or chat feature
- 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 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 himself or herself, which will prepare them for college
- Communicate with parents when necessary
- Return phone calls or reply to emails within **48 business 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 encounters 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 (harassment is prohibited, keep hands to themselves, do no harm to themselves or others)
- Attend Saturday Academy (9th-11th) regularly and Tutoring (if required), ready to learn and work
- Arrive on time and be picked up on time
- Maintain a 2.5 GPA **or higher**
- 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, **BP3500 Standards of Student Conduct** (see *appendix*)
- Respect staff, participants, parents, volunteers, and any person that encounters Upward Bound personnel. 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 include 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 (9th-11th), Senior Seminars (12th) arrives on time, and is picked up on time
- Schedule time once a week with your child to review their Upward Bound Google Classroom. This will ensure you are aware of upcoming events and deadlines as they relate to college preparation through Upward Bound
- Attend required Parent Orientations
- Attend 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. Maintain an open mind during new experiences.
- Maintain regular communication with your student's coordinator
- Ensure your student participates in the entire 6 Week Summer Program, unless they have Summer School or a valid reason for being excused.
- Respect staff, participants, parents/guardians, volunteers, and any person that is affiliated 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. All rules apply regardless of our location, high school, Norco College, or off site on a field trip.

As an Upward Bound participant, you will be a guest at Norco College during Saturday Academy and the Summer Program. 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, unwanted physical contact, 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, and vaping devices are always prohibited.
- Norco College is a smoke free campus. Cigarettes, cigars, tobacco, and vaping devices are always prohibited for everyone, even adults 21 years of age and older.
- 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) Touching another person without their consent/permission
 - 2) Speech or gesture that is offensive, sexual, or vulgar in nature,
 - 3) 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, copying another student's work and submitting as your own, or using Artificial Intelligence such as Chat GPT to generate an assignment.
- 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, electronic devices, textbooks 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/or 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. To create a positive and productive environment for students, parents, and staff, **any student or parent/guardian** who fails to behave in accordance with program standards is subject to the student being dismissed from the program.

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 Etiquette, 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 the student and parent/guardian about the 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 e-mail and or standard 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 and staff are provided with an environment free from distractions and disturbances. In addition, Upward Bound strives to provide an environment that is welcoming, safe, positive, fosters respect, 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

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- 2) Procedure for Medication
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- 5) Riverside Community College District Board Policy 6430 (Prohibition of Harassment and Retaliation)
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- 7) 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 prescriptions 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. Inhaler must always be with the student. It is recommended that the student also bring an extra inhaler for the UB STAFF, in case of an emergency.
- UB staff will follow the directions on prescription medication 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, and in some cases, verbal 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 History Form**. Upward Bound staff will work with our students and families to meet our students' dietary needs.

Parents and students may update their **Medical History Form** at any time. Please update your **Medical Form** if there are any changes in a student's diet, regardless of if it is temporary or long term.



BP 3500 STANDARDS OF STUDENT CONDUCT**References:**

Education Code Sections 66300, 66301,
76033; ACCJC Accreditation Standards I.C.8
and 10
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

Revised: May 17, 2011

Revised: August 20, 2013

Revised: May 17, 2022

BP 6430 PROHIBITION OF HARASSMENT AND RETALIATION**References:**

Education Code Sections 212.5, 44100, 66252, 66262.5, and 66281.5;
Government Code Sections 12923, 12940, and 12950.1; Civil Code Section 51.9;
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e; Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA)

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, as well as this policy, prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, or because the person is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that harassment or retaliation has occurred in violation of this policy should immediately report such incidents by following the procedures described in AP 6435 Discrimination and Harassment Complaints and Investigations. The District requires supervisors to report all incidents of harassment or retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community

college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

The Chancellor shall establish procedures that define harassment on campus and in District programs, activities, and employment. The Chancellor shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The District will publish and publicize this policy and related written procedures, including the procedure for making complaints, to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate this policy and related procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

Also see BP/AP 6410 Nondiscrimination, BP/AP 6420 Equal Employment Opportunity, and AP 6435 Discrimination and Harassment Complaints and Investigations.

Date Adopted: February 26, 2008

Revised: November 18, 2008

Revised: September 18, 2012

Provisional Approval: August 18, 2020 (Replaces Policies 3110/4110/6110)

Revised: September 19, 2023

Formerly: 3430

INTERIM AP 6430 PROHIBITION OF HARASSMENT

References:

Education Code Sections 212.5, 44100, and 66281.5;

Government Code Sections 12940 and 12923 Civil Code Section 51.9;

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

The District is committed to providing an academic and work environment free of all forms of harassment. This procedure defines sexual harassment and other forms of harassment on campus and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students, and employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

RETALIATION

The District strictly prohibits retaliation toward any individual who files a complaint of discrimination and/or harassment, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

REPORTING DISCRIMINATION AND/OR HARASSMENT

Incidents of alleged discrimination, harassment or retaliation shall be investigated promptly and equitably through AP 6435 Discrimination and Harassment Complaints and Investigations. Any concerns or questions shall be immediately reported to the District Compliance Officer and Title IX Coordinator:

Lorraine Y. Jones, M.S.W.
Human Resources and Employee Relations
3801 Market Street, Riverside CA 92501
Voice: (951) 222-8039 FAX: (951) 222-8831

TRAINING AND DISSEMINATION OF INFORMATION

District policies and procedures relating to non-discrimination, prohibition of harassment and handling complaints of unlawful discrimination or harassment shall be disseminated to all employees and students.

A summary handout explaining the legal right to file a complaint, the District complaint procedure and process, complainants' appeal rights and complaint contact information shall be distributed annually to all employees and students, and shall be given to any individual raising concerns of discrimination and/or harassment. The handout shall be posted in prominent locations on each campus and in District offices.

The District shall make training available for all employees and students. However, because of their special responsibilities under the law, supervisors (including department chairs) will undergo mandatory training within six months of assuming their position.

Update training shall be mandatory for all District administrators, department chairs, managers, and supervisors when the Policy, Procedure or applicable laws substantially change, and they will strive to prevent all forms of harassment. The District will take immediate and appropriate corrective action whenever it is made aware of a suspected violation, whether this information comes from the complainant or a third party.

Copies of all pertinent policies and procedures related to harassment and unlawful discrimination are available at the following District locations:

The District Offices:

- Lobby Reception;
- Office of Human Resources and Employee Relations; and
- Chancellor's Office

Each College's:

- President's Office;
- Vice President Student Services,
- Vice President Academic Affairs;
- Vice President Business Services
- District Police

In addition to the above locations, these documents can also be found on the District's webpages as follows:

- Board of Trustees, Board Policies & Administrative Procedures
- Human Resources and Employee Relations, Diversity, Equity & Compliance

APPLICABLE DEFINITIONS

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information,

marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 6433 Prohibition of Sexual Harassment under Title IX, AP 6433 Prohibition of Sexual Harassment under Title IX, and AP 6434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Forms of Harassment:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes, based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. Including, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.
- Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs

or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

- **Visual or Written:** Display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. Including, but not limited to: posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
- **Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- **"Quid pro quo"** sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
- **"Hostile environment"** sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

CONSENSUAL RELATIONSHIPS

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members, or with students are strongly discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

ACADEMIC FREEDOM

The District reaffirms its commitment to academic freedom but recognizes that academic freedom does not permit unlawful discrimination or harassment. To the extent that these policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. Nothing in these policies and procedures shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however,

federal or California anti-discrimination laws.

It is recognized that an essential function of education is a probing of opinions and an exploration of information and ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the students' right to learn.

When investigating unlawful discrimination or harassment complaints containing issues of academic freedom, the designated investigator will consult with a group of one to three (1-3) faculty members in that subject area appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

FILING A COMPLAINT

Refer to the steps outlined in Administrative Procedure 6435 Discrimination and Harassment Complaints and Investigations.

Also see BP/AP 5840 Sexual and Other Assaults on Campus, BP/AP 6410 Nondiscrimination, BP 6430 Prohibition of Harassment, BP/AP 6433 Prohibition of Sexual Harassment under Title IX, AP 6434 Responding to Harassment Based on Sex under Title IX, and AP 6435 Discrimination and Harassment Complaints and Investigations.

Office of Primary Responsibility: Vice Chancellor, Human Resources & Employee Relations

Administrative Approval: April 21, 2008 Revised:

December 8, 2008

Revised: June 15, 2011

Revised: September 24, 2012

(Replaces current Riverside CCD Regulations 3110/4110/6110 and addendum)

Formerly: 3430

Legal Citations for AP 6430

Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Sections 12940 and 12950.1; Title 5 Sections 59320 et seq.; Title VII of the Civil Rights Act of 1964; 42 U.S. Code Annotated Section 2000e; Title 2 Sections 10500 et seq.



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

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

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