

10 College Policies & Procedures

Current Rio Hondo College Board Policies and Administrative Procedures can be found on the web site: (www.riohondo.edu/board/policies.htm).

Academic Freedom Philosophy

The maintenance of freedom of speech, publication, religion, and assembly (each of which is a component of intellectual freedom) is the breath of life in a democratic society. The need is greatest in fields of higher learning, where the use of reason and the cultivation of the highest forms of human expression are the basic methods. Society has come to rely upon colleges and universities as a principal means of acquiring new knowledge and new techniques, of conveying the fruits of past and present learning to the community, and of transmitting these results to generations to come. Without freedom to explore, to criticize existing institutions, to exchange ideas, and to advocate solutions to human problems, faculty members, staff and students cannot perform their work, cannot maintain their self-respect. Society suffers correspondingly. The liberty that is needed requires a freedom of thought and expression within colleges and universities, freedom to carry the results of honest inquiry to the outside, and a freedom to influence human affairs in the same manner as other informed persons do. Nor is the value of freedom lessened because error at times arises from its exercise. Learning, intellectual development, and social and scientific progress takes place on a trial-and-error basis, and even the unsound cause or hypothesis may call forth the truth that displaces it. (Board Policy 4030).

Access to Student Records

All currently enrolled or former students have the right of access to any records relating to them and maintained by the College.

Students may inspect and review records during regular business hours in the Office of Admissions and Records. Requests for access to records will be granted no later than five working days following date of request. Qualified personnel will be present to interpret records for students.

College personnel may also permit access to student's records to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. College personnel will notify the recipient of such records that the transmission of information to third parties is prohibited.

Student Records

Privacy Act - All student records at Rio Hondo College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Students may request access to those campus records that personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Students consent is needed for the release of records covered by the Act to outside parties (e.g., prospective employers) except for those agencies entitled to access under the provisions of the Act (e.g., campus officials, other schools, federal educational and auditing officers and requests in connection with the application of receipt of financial aid). These provisions apply to records received and used after November 1, 1974. A student may request a report summarizing the number of records he/she has requested or given consent to be released. Complaints as to procedure or improper release of

records information may be filed with the Office of Education, HEW FERPA, DHEW, 330 Independence Avenue, S.W., Washington, D.C. 20210.

Children on Campus

Except when children are enrolled in the Child Development Center, other instructional programs in the District, and/or attending public events under the supervision of parent or guardian, bringing children on campus while attending classes is not permitted. Parents and guardians must be aware that the ultimate responsibility for the safety of the children in their care rests with them and no liability can be accepted by the District nor any of its agents or staff for the consequences of children being on campus.

Computer Usage

Each computer user is responsible for the use of computing resources in an effective, efficient, and lawful manner. Computing resources and equipment are college property, and the college retains the right to monitor systems and limit access. Users of computing resources must abide by the rules/policies established by the department responsible for the supervision of the equipment. Each user must understand and acknowledge that his/her freedom to access and display information is limited to authorized academic and administrative uses. No person may use computer resources for any illegal act, including the possession or use of programs, files, or instructions for violating system security or violation of copyright law. Computer resources may not be used to intimidate or create an atmosphere of harassment based upon any protected class/category (gender,

race, religion, ethnic origin, creed, or sexual orientation, and other categories as applicable).

Student Complaints Grievance Procedures

The District provides a prompt and equitable means of resolving student grievances and complaints. A grievance is an alleged wrongful act by a Rio Hondo College staff or faculty member which has an adverse effect upon a student's academic or personal status right or privileges as a student at Rio Hondo College. Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student. Student complaints may be classified as grievances and fall into one of two categories: Academic, or Non-Academic. Issues that are not resolved at the campus level may be presented to the State Chancellor's Office using their complaint process. Students are encouraged to follow the Rio Hondo College Complaint and Grievance process before attempting to file a complaint with the State Chancellor's Office. This procedure does not apply to any matters for which a specified method of complaint resolution is provided by law or by District policy, such as: Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures (BP 5500, AP 5500); Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation; or Complaints of discrimination, harassment, or retaliation, including grade grievances based on this type of allegation. These types of complaints are covered under separate Board policies and Administrative Procedures (BP 3435, AP 3435).

For more information, please contact the Office of Student Affairs located in SS204 or visit: http://www.riohondo.edu/student_affairs/complaints.htm.

Directory

Information

This is to serve as public notice that the following information is regarded by Rio Hondo Community College District as Directory Information, and may be released for distribution unless stop action is initiated by a student on the Rio Hondo College Directory Information Denial of Release form available in the Admissions and Records Office. A new form must be completed each year. Directory information includes: a student's name, whether or not he/she is currently enrolled, participation in officially reorganized activities and sports, weight and height of members of athletic teams, degrees and awards received.

A request for directory information will be denied to any parties, not otherwise entitled to the information by law, if the college determines that such release is not in the best interest of the student. Further information may be obtained from the Admissions & Records Office.

Hazing

The California Legislature moved Hazing from the educational codes and amended the Penal Code to include hazing in order to close legal loopholes and to deter students. section 245.6 of the California Penal Code, which went into effect on January 1, 2007, reads: It shall be unlawful to engage in hazing. "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury. Hazing can be defined as any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation, which intentionally endangers a student seeking admission into or affiliation with any student organization. The term "hazing"

does not include customary athletic events or school-sanctioned events. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

Non-Discrimination in College Programs and Activities

Non-Discrimination Policy
Rio Hondo Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, Dr. Dyrell Foster, Dean, Student Affairs, Student Services Building, 2nd Floor, Room SS-204, (562) 908-3498.

Rio Hondo Community College District recognizes its obligation to provide program accessibility for all persons with disabilities in a manner that does not discriminate in the delivery of those services. The college makes reasonable accommodations for students, employees and members of the community who may be participating in campus activities.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

those provisions may also be directed to:

Office of Civil Rights
United States Department of
Education

50 Beale Street, Ste. 7200
San Francisco, CA 94105
(415) 486-5555

or
Department of Fair Employment &
Housing
1900 Mariposa Mall
Suite 130
Fresno, CA 93721

Ausencia de Discriminación en Programas y Actividades Del Colegio

El Distrito del Colegio de la Comunidad de Río Hondo no discrimina contra raza, color, nacionalidad, edad, religión, incapacidad física, estado civil o estado como veterano en ninguna de sus acciones, procedimientos o prácticas.

Esta ausencia de discriminación incluye admisión, acceso, tratamiento y empleo en los programas del Colegio; educación vocacional incluida. Preguntas acerca la política en igualdad de oportunidad, sumisión de quejas, o para obtener una copia de los procedimientos del colegio sobre quejas sometidas, pueden ser dirigidas a:

**Oficial de Cumplimiento del
Distrito
salón SS204
(562) 908-3498
TDD (562) 908-3422.**

El Distrito del Colegio Río Hondo reconoce su obligación de proveer accesibilidad al programa a todas las personas incapacitadas de una manera que no discrimine en el rendimiento de tales servicios. El colegio hace arreglos razonables para los estudiantes, trabajadores y miembros de la comunidad quienes pueden participar en las actividades del colegio.

Preguntas referentes a las leyes federales y regulaciones en cuanto la falta de discriminación en educación o el acatamiento del Colegio con aquellas

provisiones pueden ser dirigidas al Coordinador, el Canciller de los Colegios de la Comunidad de California o la Oficina de Derechos Civiles, Departamento de Educación de los EEUU.

Estudiantes con inglés limitado serán ayudados para calificar en los programas vocacionales del colegio.

Estudiantes que necesiten los servicios de un miembro bilingüe de la facultad para asistirlos pueden comunicarse con el Oficial de Cumplimiento del Distrito salón SS204, o (562) 908-3498 o TDD (562) 908-3422.

Sexual Harassment

Sexual Harassment is offensive, unwelcome sexual attention. Sexual harassment is a form of sex discrimination which violates Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, California statutes, Rio Hondo Community College District Board policy and the Procedures and the Action Against Sexual Harassment-Know the Law!! brochure.

Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment of academic decisions effecting the individual;
3. the conduct has the purpose or effect of having a negative impact of the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
4. 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.

1. 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.
2. Hostile environment sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter 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.

Sexual harassment can consist of virtually any form of combination of verbal, physical, visual or environmental conduct. It need not be explicit, nor even specifically directed at the victim. 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.

Examples - Sexual harassment includes, but is not limited to the following misconduct:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. 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 of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, 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.
3. **Visual or Written:** The display or circulation of offensive sexually oriented visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. **Environmental:** An academic or work environment that is permeated with sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. 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.

If you believe that you are a victim of sexual harassment, contact the District Compliance Officer, in Room SS204, or (562) 908-3498 or TDD (562) 908-3422.

Hostigamiento Sexual

Hostigamiento sexual es acoso sexual, ofensivo y mal recibido.

Hostigamiento sexual es una forma de discriminación sexual, lo cual viola el Título VII del Acto de los Derechos Civiles de 1964, a como se han enmendado, Título IX de los Enmendamientos de Educación de 1972, estatutos del Estado de California, y política de la Junta del Distrito del Colegio de Río Hondo y panfleto de Procedures for Action Against Sexual Harassment-Know the Law!!.

Definición – Hostigamiento sexual puede ser acoso sexual mal recibido, solicitudes de favores sexuales, y otro comportamiento implícitamente sexual con tal que:

1. sometimiento al comportamiento se presenta como requisito o condición del empleo del individuo, de la categoría o estado académico del individuo o de adelantamiento del individuo;
2. sometimiento al comportamiento, o rechazo del comportamiento, del hostigador se presenta como criterio de empleo o de decisiones académicas en cuanto al individuo;
3. el comportamiento tiene el intento de resultar en impacto negativo en el trabajo del individuo o en los estudios académicos del individuo, o tiene el intento de crear un ambiente de intimidación y hostilidad en el empleo o en los estudios; o
4. sometimiento al comportamiento, o rechazo del comportamiento, del hostigador se usa como criterio de cualquier decisión en cuanto al individuo y los beneficios o servicios, lauros del colegio, programas, o actividades que se presentan en o por el colegio.

Esta definición incluye dos clases de hostigamiento sexual.

1. Quid pro quo hostigamiento sexual ocurre cuando una persona con puesto de

autoridad presenta beneficios educativos o de empleo como dependientes en el sometimiento del individuo a participar en o tolerar comportamiento sexual mal recibido.

2. Ambiente hostil hostigamiento sexual ocurre cuando comportamiento mal recibido, implícitamente o explícitamente sexual, es bastante severo o intruso para que se cambien las condiciones del ambiente de empleo, o de estudios, del individuo, o para que se impida excesivamente el trabajo del individuo o los estudios del individuo, o para que se crea un ambiente, de empleo o educativo, de intimidación, hostilidad y abuso. El individuo como víctima tiene que percibir personalmente el ambiente como hostil, y el hostigamiento tiene que ser de tal manera que una persona razonable del mismo sexo percibiría el comportamiento como hostigamiento sexual. Hostigamiento sexual incluye cualquier combinación de comportamiento verbal, físico, o visual, o de control a través del ambiente de empleo o educativo. El hostigamiento sexual no tiene que ser explícito, ni tiene que ser específicamente dirigido al víctima. Hostigamiento sexual puede ocurrir entre personas del mismo sexo o de diferentes sexos. El criterio para determinar si comportamiento es hostigamiento sexual es si una persona razonable del mismo sexo percibiría el comportamiento como hostigamiento sexual.

Ejemplos – Hostigamiento sexual incluye, pero no se limita a, mal comportamiento como:

1. Verbal: palabras impropias o ofensivas, menosprecios, chistes o burlas o insinuaciones sexuales. Esto incluye, pero no se limita a, comentarios impropios en cuanto al cuerpo del individuo, la apariencia física, atavío, valentía sexual, estado civil, o preferencia

sexual del individuo; flirteo o solicitudes mal recibidas; demandas de favores sexuales; abuso verbal, amenazas intimidación de tipo sexual; o sexismo, comentarios arrogantes que ponen en ridículo a un sexo, o que expresan actitud derogatoria contra un sexo.

2. Físico: contacto físico impropio o ofensivo, asalto, o impedimento físico del movimiento de una persona. Esto puede incluir, pero no se limita a, besando, caricias físicas, tocando íntimamente, agarrando a mano, pellizcando, mirando con lascivia, ojeando, pasando ligeramente por encima o impidiendo el paso de otra persona, silbando o haciendo ademanes o gesticulaciones sexuales.
3. Visual o escrito: mostrando, diseminando, o manifestando materia, visual o escrita, ofensiva y de sentido sexual. Esto puede incluir, pero no se limita a, carteles, caricaturas, diseños, dibujos, grafiti, materia para leer, gráficas en la computadora, y materia transmitida electrónicamente.
4. Ambiente: el ambiente de empleo o el ambiente académico que esté lleno de expresiones verbales de sentido sexual, insinuaciones, insultos o abusos verbales que no pertenecen al tema de la clase. Un ambiente hostil se puede realizar con enfoque impropio en temas sexuales o con comentario implícitamente sexual en la clase. Un ambiente puede ser hostil si el comportamiento sexual mal recibido es específicamente dirigido a un individuo o si el individuo solamente observa el hostigamiento ilícito en el ambiente. La determinación del ambiente como hostil se basa en el conjunto de todas las circunstancias, inclusive elementos como la frecuencia del comportamiento, la severidad del comportamiento, si el comportamiento menosprecia o amenaza, y si el comportamiento impide excesivamente el empleo del individuo o los estudios del individuo.

Si usted cree que usted ha sido víctima de hostigamiento sexual, llame a, Oficial de Cumplimiento del Distrito, en el salón SS204, o de teléfono fuera del colegio, llame al número (562) 908-3498.

Standards of Student Conduct

The Rio Hondo College campus is an academic community dedicated to teaching and learning. In order that teaching and learning may take place in an atmosphere of respect for one another and for each other's ideas and beliefs, Rio Hondo College has guaranteed certain fundamental rights to its students and faculty.

Rio Hondo College students are part of a community in which ideas will be explored in a mature spirit of understanding and mutual respect. Only in this mature spirit can the college meet its obligations to those it serves.

All students are required to abide by the Standards of Conduct and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- A. Causing attempting to cause, or threatening to cause physical injury to another person.
- B. Possession, sale 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 conferred in writing by the College President or Designee.

- C. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., 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.
- D. Committing or attempting to commit robbery or extortion.
- E. Causing or attempting to cause damage to District property or to private property on campus.
- F. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- G. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or posting a District.
- H. Committing sexual harassment as defined by law or by District policies and procedures.
- I. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
- J. Willful misconduct that 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.
- K. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personal.
 - L. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 - M. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
 - N. Unauthorized entry upon or use of District facilities.
 - O. Lewd, disorderly, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
 - P. 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 District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
 - Q. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 - R. Unauthorized preparation, giving, selling, transfer, distribution, or publication, 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.
 - S. Sexual assault on any District personnel, District vendor, District visitor or student, upon off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.
 - T. The obstruction or disruption, on or off-campus, of the District's educational or administrative process or any other District function.
 - U. The violation of any previous order issued by the District president that is not inconsistent with any of the other provisions of this policy. This order may be given by its publication in the student newspaper or by notice on an official bulletin board designated for this purpose.
 - V. Attempting to perform any previously identified act that constitutes a cause for disciplinary action.
 - W. Violation of District policies or regulations including those concerning the formation and registration of student organizations, the use of college facilities, or the time, place and manner of public expression.
 - X. Failure to comply with directions of District officials acting in the performance of their duties.
 - Y. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
 - Z. Any other cause not previously listed which is identified as a good cause by the College or the Hearing Panel.
 - AA. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assault, such as teasing or name-calling; special isolation or manipulation; and cyber bullying.

Students who engage in any of the above are subject to the procedures outlined in AP 5520.