

- Campus Safety
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## Campus Safety

Safety at American River College is everybody's business. Students, staff and faculty are partners with the college in creating an atmosphere that is safe and encourages learning. American River College is a diverse community within a community. During the school year, we have over 30,000 students, 370 full-time faculty, over 365 part-time faculty and a support staff of 223 working together. At the same time, the college is very much a part of the greater Sacramento metropolitan area.

The college, in accordance with its mission statement, is a community center for lifelong learning through education, cultural, and recreational programs. Many community members visit and use the services the college offers seven days a week. The college strives to be accessible to the community and welcomes the use of its facilities.

No community, of course, can be totally risk-free in today's society. American River College strongly believes it has a major role in providing a safe learning environment, but, also, is realistic enough to recognize that students, staff and faculty must come together in a strong partnership and use common sense precautions to reduce the opportunity for criminal/anti-social activities. Crime happens in our society. We have no magical formula to stop it at our campus. Thefts, assaults and other crimes happen at American River just as at any other college campus.

To reduce the possibility that any student may be exposed to potential hazards, American River College has taken many steps, described herein, to reduce whatever risks there may be. All of us can further reduce risks by thinking about personal safety and taking common sense precautions.

Safety programs at American River College are under the direction of the Director of Administrative Services. We have a proactive approach to campus safety that is best viewed as education, prevention and our ability to respond to suspicious events.

### Education

The key to crime prevention is an awareness gained through education. At American River College, Los Rios Police department, staff, faculty and students work together and take responsibility for their own safety and are ready to help others in time of need. This is a very potent force.

The vast majority of incidents on college campuses can be avoided if the college population recognizes they are potential victims and take basic precautions, such as using the "buddy system" when walking at night, locking car doors and not leaving valuables unattended. The Los Rios Police department is available to meet with groups or individuals and discuss anti-crime tactics or any anti-social activities.

American River encourages reporting of all crimes, even minor crimes, and any suspicious activity. The Los Rios Police department would rather have a hundred unfounded calls of suspicious activities than miss one call when a crime is occurring. We need to know about crimes that occur. If we are not informed of a crime, we cannot advise and help students and staff. Crimes occurring on campus should be reported immediately to Los Rios Police.

When appropriate, Los Rios Police will contact the Sacramento Sheriff's department to conduct an investigation beyond the scope of their resources. A Los Rios Police report will be generated; a copy of the report will be made available to the reporting individual provided he/she is the victim of the crime. Officers may be contacted by telephone or by coming to the Los Rios Police office located just south of Davies Hall.

Los Rios police officers are available to address classes about prevention of crime. Additionally, the Associated Student Body has hosted forums on crime prevention at which outside experts as well as Los Rios police officers have offered common-sense approaches to avoid becoming a victim of a crime.

American River College offers a major in Chemical Dependency Studies which is accredited by the California Alcoholism and Drug Counselors Educational Program. American River College is committed to a drug-free campus. Violators will be subject to disciplinary procedures.

Forums are held throughout the year by the campus Health Center and Associated Student Body on issues of substance abuse. A special program, the Beaver Athletic Assistance Program, has been developed to offer support and advice to student athletes on drug and alcohol abuse. The college offers its facilities for weekly meetings of Alcoholics Anonymous and Narcotics Anonymous. These meetings are offered at times convenient for students and advertised widely to students.

This information is updated annually and is available to all students, employees and applicants. Additional information is available from Los Rios Police personnel. Any serious crime involving potential bodily harm will be reported promptly to staff and students.

## Prevention

The college actively supports crime prevention through a number of programs. These include:

### Emergency Automotive Assistance

Los Rios police officers and personnel are not mechanics but they are equipped and trained to start cars with dead batteries or unlock non-electric car doors when keys have been left inside the automobile. Proper identification is required for the performance of these services.

### Lighting

A major effort has been made to upgrade the lighting in the interior of the campus to reduce areas of darkness. Continuing progress is being made on upgrading the lighting in campus parking lots.

### Firearms

Firearms are not permitted on campus except for professional law enforcement officers. Persons with firearms on campus will be subject to arrest and disciplinary action. (LRCCD Regulation 2441)

### Alcohol

Consumption of or being under the influence of alcohol while on campus is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2443)

### Emergency Telephones

Outdoor emergency telephones are strategically located throughout the campus. These phones are marked blue and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the Los Rios Police Dispatch Center.

### Illegal Drugs

The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2441 and 2443)

### Sexual Harassment

Sexual harassment in any situation is unacceptable and is in violation of state and federal laws and regulations. Corrective action will be taken where evidence of sexual harassment is found. (LRCCD Policy 2423)

### Hate Violence

Any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or groups of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group will not be tolerated. Appropriate action will be taken where evidence of hate violence is found.

### Sexual Assault

In accord with California Education Code section 67385, students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the college shall receive information and referral to treatment. The campus procedure relative to incidents of sexual assault is contained in student/staff handbooks, online and in the Counseling and Campus Health centers.

### Computer Related Crimes

Tampering, interference, damage and unauthorized access to lawfully-created computer data and computer systems is a violation of Penal Code 502 (LRCCD Policy 2441.)

## Response

The Los Rios Police Department employs P.O.S.T. certified police officers and community service officers who have public safety experience. Police officers are sworn and fall under California Education Code 72330 and California Penal Code 830.32. Officers are empowered to conduct campus related investigations and make arrests for violations and infractions they observe. They are responsible for providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, and promoting crime prevention. All campus police officers have current certification in CPR and first aid.

The officers patrol in fully marked vehicles and are dispatched through a Central Communication Center that can be contacted by calling **(916) 558-2221**.

The Los Rios Police Department coordinates its activities with the Sacramento Sheriff's department. All officers are in radio communication with the Sheriff's department while on duty.

## The Jeanne Clery Disclosure (2000-2002) of Campus Security Policy and Crime Statistics Act

This information is updated annually and is available to all students, employees, and applicants. Additional information is available from District Police personnel. Any serious crime involving potential bodily harm will be reported promptly to staff and students. In 1998, the federal government passed "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," formerly "The Student Right to Know Act" of 1990.

For direct online access to the annual Clery Report, go to **police.losrios.edu**

All statistics are also available in the Los Rios Police office.

## Reporting Crimes or Other Emergencies

Community members, students, faculty, staff, and guests are encouraged to immediately report all crimes, suspicious activity, emergencies, and any other public safety related incidents to the Los Rios Police Department at **(916) 558-2221 or ext. 2221** (press “0” when prompted) from a standard on-campus phone.

### Crimes or Emergencies On-campus

Contact the Los Rios Police Department at (916) 558-2221. From a standard on-campus phone, dial ext. 2221 (press “0” when prompted). You may also dial 911 for community-based emergency assistance. From a standard on-campus phone, dial 911. Use these numbers for reporting on-campus fire, police and medical emergencies. Communications Center personnel are trained to respond appropriately to emergencies of any nature.

There are many “blue light” emergency telephones located throughout the campuses which ring directly into the Communications Center of the Los Rios Police Department. These auto-dialing phones may be used to summon emergency police, fire or medical assistance.

### Crimes or Emergencies Off Campus

The Los Rios Community College District does not have off-campus student housing or student organization facilities. The off-campus emergency telephone number is 911. Use this number from pay phones and all off campus locations for community-based fire, police and medical services. Refer to your local telephone directory for further information.

### Non-emergencies On-campus

Contact the Los Rios Police Department at (916) 558-2221 or from a standard on-campus phone, ext. 2221 (press “0” when prompted). You may also use the “blue” phones on campus for non-emergency services.

## Confidential Reporting Procedures

All reports to the Los Rios Police Department can be made confidentially and anonymously in accordance with the reporting person’s wishes.

### Weapons Possession

State law prohibits the possession of weapons, all firearms, fireworks, explosives or any dangerous weapons on-campus. Refer to Penal Code section 16000. Violators are subject to criminal prosecution and/or district discipline.

The Los Rios Community College District supports the federal guideline (37.007.1Ed Code) that prohibits handguns on campus. The possession of a firearm on district property is prohibited and strictly enforced. Persons in violation of this regulation will be subject to criminal and/or disciplinary action. This is formalized in District Regulation 2441.

If you observe a firearm or other weapon on campus, contact the campus police immediately at (916) 558-2221, or from a standard on-campus phone, ext. 2221. If you believe the weapon is about to be used, contact 911 immediately, or from a standard on-campus phone, 911.

### Workplace Violence

The district is committed to creating and maintaining a working, learning and social environment for all employees, free from violence. The campus has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property.

- Non-Discrimination Policy
- Access to Student Records
- Student Rights and Responsibilities
- Reporting Sexual Assault
- Drugs, Alcohol & Smoking Policies
- Illegal Downloads & File Sharing
- Children on Campus
- Statements of Professional Ethics
- Timeline for Student Grievance

## **Non-discrimination Policy**

It is the policy of the District to implement policies to guarantee that no qualified student or prospective student or any person having an educational relationship with the District shall be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics: ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, marital status, or conversing in a language other than English. However, students shall be required to speak English when the use of English is necessary for educational or communication purposes. Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). Further information may be found on the Los Rios website at:

**[losrios.edu/legal/Policies/P-2000/P-2113.pdf](https://losrios.edu/legal/Policies/P-2000/P-2113.pdf)**  
*(web address is case sensitive)*

It is the Los Rios District's policy to ensure that all ADA-compliant building entry doors function as intended. If any door is deemed inoperable, please contact the 504 Coordinator, Parrish Geary at (916) 484-8171.

Students and employees who believe they have suffered discrimination based on any of the above reasons may file a complaint with the appropriate Compliance Officer:

### **College Equity Officer**

Kate Jaques  
*Associate Vice President, Instruction..... (916) 484-8765*

### **Disciplinary Officer**

Chad Funk  
*Associate Vice President, Student Services ..... (916) 484-8465*

### **Student Grievance Officer**

Sonia Ortiz-Mercado  
*Dean, Counseling & Transfer Services..... (916) 484-8375*

### **504 Coordinator**

Parrish Geary  
*Dean, Admissions & Transition Services..... (916) 484-8172*

### **Sexual Harassment Officer**

Kate Jaques  
*Associate Vice President, Instruction..... (916) 484-8765*

### **Title IX Coordinator**

Parrish Geary  
*Dean, Admissions & Transition Services..... (916) 484-8172*

### **Americans with Disabilities Act (ADA) Coordinator**

Parrish Geary  
*Dean, Admissions & Transition Services..... (916) 484-8172*

### **AB620 Coordinator**

Emilie Mitchell  
*Coordinator, Pride Center - LGBTQ ..... (916) 484-8146*

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving the college. You are encouraged to work through the campus complaint process first. Issues that are not resolved at the college or Los Rios District level may be presented via resources provided by the California Community Colleges Chancellor's Office. Complainants are encouraged to use the official form provided by the Chancellor's office, however, that form is not required and complaints will not be considered defective or rejected if you do not use the form.

In addition to complaints being filed by students or employees, complaints may be initiated by other individuals or entities, such as a family member, representative, organization, or other third party wishing to file on behalf of an individual or group alleged to have suffered unlawful discrimination or harassment.

For more information, please refer to Los Rios regulation 2423 at:  
**[losrios.edu/legal/Regulations/R-2000/R-2000.htm](https://losrios.edu/legal/Regulations/R-2000/R-2000.htm)**  
*(web link is case sensitive)*

### **Title IX**

This college supports and complies with Title IX of the Education Amendments of 1972, which prohibit sex discrimination in admission to, or employment in, all its educational programs and activities. Inquiries concerning Title IX may be directed to the college Title IX Coordinator, Dean of Student Services, Admissions & Transition Services, 4700 College Oak Drive, Sacramento, CA 95841, Telephone (916) 484-8172 or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington D.C. Students Rights & Responsibilities.

## Access to Student Records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Dean of Admissions & Transition Services, and the Vice President of Student Services.

The security of your information is very important to us. That is why we will not discuss your records over the phone. This includes resetting your password. If you do not remember your password reset questions, you must come to the campus or one of the outreach centers in person with photo identification. To obtain a copy of your records, including your current enrollment, you must either log in to eServices or come in person with picture identification. You can also order your official transcripts online.

### Student Rights under the Family Educational Rights and Privacy Act (FERPA)

#### Students have the right to:

1. Inspect and review their own education records within a reasonable time after the College receives a request for access. If a student wants to review his or her record, they should contact the Vice President of Student Services for a petition. Education records include any item of information directly related to an identifiable student maintained by the District or College or required to be maintained by an employee in the performance of the employee's duties, whether that information is recorded by handwriting, print, tapes, files, microfilm, electronically or other means. Education records do not include directory information, information provided by a student's parent related to financial aid or scholarships, information prepared by and that remains in the sole possession of the person who created it; certain medical records, and decisions reached as a result of disciplinary hearings. Education records are maintained by the offices that generate or receive those records and the manager of those offices is responsible for the maintenance of those records. The Admissions and Records Office at each College maintains a log of those persons who have been given access to education records as required by FERPA.
2. Request an amendment of their education record if a student believes it is inaccurate or misleading. If a student feels there is an error in his or her record, the student should submit a statement to the College official responsible for the record, clearly identifying the part of the record he or she wants changed and why he or she believes it is inaccurate or misleading. That office will notify the student of their decision and advise of any appropriate appeal rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are several exceptions which permit disclosure without consent, including but not limited to:
 

Disclosure to school officials with "legitimate educational interests." School officials are employees of the District and its colleges, agents with which the District or College has contracted with to provide services, the Board of Trustees; or students serving on a committee or assisting another school official in the performance of his or her tasks. A legitimate educational interest exists when the school official has a need to know the information in connection with his or her official duties.

"Directory information." Directory information is a student's name, student identification number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended by the student. A student has the right to withhold the release of directory information. To do so, the student must complete a form, which is available from the Office of Admissions and Records. However, placing a "No Release" on a student's records means that no one including friends, parents, prospective employers, honor societies or any other group or individual will be able to obtain this information.

Disclosures to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purpose related to the student's enrollment or transfer.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Further information about FERPA and student records can be found in the Los Rios Community College District Policy and Regulation 2265 and at the College office of the Vice President of Student Services.

## Student Rights & Responsibilities

### I. Preamble

(Adopted by the Los Rios Community College Board of Trustees in 1970. Revised in 1996 and Adm. Regulation Review completed 1/8/15)

The policy statement below, relating to students' rights and responsibilities, is based upon three fundamental concepts:

- A. College students are members of the academic community. While students enjoy the benefits of their status, they must comply at all times with Federal and State laws and statutes, and with Los Rios policies and regulations and individual college rules and regulations.
- B. The president of a college in the District serves as the chief administrator of the college and is responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the District Chancellor and consistent with the policies of the Board of Trustees.
- C. There is a clearly recognized need for continuing discussion, interpretation, careful study and review by students, college and District personnel and the Board of Trustees of the effects and execution of the policy on student rights and responsibilities.

### II. Student Rights

In the context of these concepts, students' rights consist of the following:

- A. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval except as provided by published district policy, statutes, or campus regulation.

These publications shall do the following:

1. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
  2. State on the editorial page that the opinions expressed are not necessarily those of the college or the student body.
- B. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.
  - C. Students shall have the right to hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution. The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. Expression which is obscene, libelous or slanderous according to current legal standards, 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 or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited. These regulations shall be published in the college catalog, the student handbook, and by any other means designed to notify and inform affected persons.
  - D. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and to join student organizations subject to published campus and district regulations.
  - E. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision making that affects their academic future with the exception of staff appointment, termination and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by a campus designated student, faculty and administrative committee. In addition, student representatives shall be members of all faculty and administrative committees related to students' concerns; such student representatives shall have a vote as committee members.
  - F. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only on the written consent of the students or as provided by law. (E.C. 76242 and 76243)
  - G. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established in advance for each course in which they are enrolled.
  - H. Students shall have the right to file a grievance as outlined in the procedures of the District Student Grievance Policy, in the event of an alleged breach of their rights. (See Policy# P2412, R2412)



### III. Student Responsibilities

Admission to college assumes the expectation that the student will be a responsible member of the college community; will obey the law; comply with the published rules and regulations of the college; respect the rights, privileges and property of the other members of the college community; and not interfere with legitimate college affairs. Students will assume the responsibility for their conduct. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of criminal authority. Disciplinary action may be taken if the conduct also involves a violation of district or campus policy.

### IV. Standards of Student Conduct

The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules and regulations. (Section 66300, Chapter 5 Rules of Student Conduct; E.C. 76030 Authority to suspend or expel.)

All students enrolling at American River College assume an obligation to abide by all College rules and regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/ 2440 Standards of Conduct and Due Process. Students who choose not to abide by these standards will be subject to college sanctions and disciplinary measures.

The president of the college or administrative designee may authorize the suspension of a student for good cause (E.C. 76033) which is defined for numerous offenses which includes:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

7. Good cause is further defined, but is not limited to the following:
  - a. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.
  - b. Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.
  - c. Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college sponsored events.
  - d. Unauthorized entry to or use of college facilities.
  - e. Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.
  - f. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.
  - g. Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at college-sponsored events.
  - h. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
  - i. Violation of any order of a College President, notice of which has been given prior to such violation, and when order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.
  - j. Attempting to do any of the causes for disciplinary action identified above.

## Computer-Related Crimes

A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code or as specified in District Policies and Administrative Regulations. Such crimes include, but are not limited to, the following:

- a. Knowingly access and without permission alter, damage, delete, destroy or otherwise use any data, computer, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive or extort, or (b) wrongfully control or obtain money, property or data.
- b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.
- c. Knowingly and without permission use or cause to be used computer services.
- d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.
- e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user of a computer, computer system or computer network.
- f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
- g. Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.
- h. Knowingly introduce any computer contaminant into any computer, computer system or computer network.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to College activity or College attendance, or pursuant to Penal Code, section 502 or other laws specifically authorizing such.

## V. Student Grievance Policy

The Student Grievance procedure shall be available to any student who believes an action or decision of the district or college staff has adversely affected his/her status, and/ or rights as outlined under II. Student Rights (in this section of the Catalog). Grievances relating to grades are subject to Education Code 76224 (a) which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The complete text of the district’s policy, regulation, and timeline on Student Grievance is available in the office of the Dean of Counseling and Transfer Services. Students who wish to exercise a grievance can receive policy and procedural steps from the Dean of Counseling and Transfer Services or online at: [losrios.edu/legal/Regulations/R-2000/R-2412.pdf](https://losrios.edu/legal/Regulations/R-2000/R-2412.pdf) (*web link is case sensitive*)

The College Student Grievance Officer may assist the student in the procedural steps of a student grievance. (Revised by Los Rios CCD Board of Trustees, July 8, 1992)

The California Community Colleges Chancellor’s Office has provided this disclosure in compliance with the requirement of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 688.43(b). Effective July 1, 2011, eligible institutions must have and disclose a state administered complaint process. The California Community Colleges Chancellor’s Office complaint process and form are available at [californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx](https://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx)

## VI. Sexual Harassment

### Sexual Harassment Policy

It is the desire of the Los Rios Community College District Board of Trustees to provide all students and employees with an educational environment and work place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken.

### Definition of Sexual Harassment

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the work or educational setting, under any of the following conditions:
1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
  2. Submission to, or rejection of, the conduct by one individual is used as the basis of employment or an academic decision affecting another individual.
  3. The conduct has a negative impact upon the individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.
  4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual's benefits and services, honors, programs, or activities at or through the educational institution.
- B. For the purpose of further clarification, sexual harassment includes, but is not limited to:
1. Making unsolicited and unwelcome written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
  2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

3. Within the work environment, engaging in explicit or implicit coercive sexual behavior to control, influence, or affect the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of the student.
4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

### Sexual Violence

Sexual violence means 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. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

### Sexual Assault

"Sexual assault" is broader than sexual violence and includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, domestic violence, dating violence, stalking, or threat of sexual assault. Sexual assault is a form of sexual harassment and should be reported under the District's Discrimination and Harassment Procedures Policy and Administrative Regulation (P/R-2423). It should also be reported to the District Police Department or other appropriate law enforcement.

**Consent**

Consent is the informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent must be voluntary, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.
- Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must always be mutual and affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The victim's request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Consent cannot be given by a person who is incapacitated. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep, and blackouts. Whether an intoxicated person is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.
- Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

**Domestic Violence**

Domestic Violence is a form of Sexual Violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

**Dating Violence**

Dating Violence is a form of Sexual Violence, and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website.

**Stalking**

Stalking means a repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in reasonable fear for his/her or others' safety, or to suffer substantial emotional distress.

**Complaint Procedure and Impact**

Any individual who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the District's Affirmative Action Regulation R-2423. Throughout the procedures, the College President and the College/District Affirmative Action Officers will insure that confidentiality will be maintained and that due process will be followed with respect to both parties.

In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student. In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, appropriate disciplinary action will be taken. Sexual harassment policy, procedures and forms are available from the campus Equity Officer, Associate Vice President, Instruction at 484-8540.

## Reporting Sexual Assault

### 1.0 Procedure

- 1.1 It is the objective of the College, in accordance with EC67385, that students, faculty and staff who are victims of sexual assault committed at or upon the grounds of, or upon off-campus grounds or facilities maintained by the College, shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the victim's personal needs.

### 2.0 Notification

- 2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above may choose to notify the Campus Police Department. With the consent of the victim, the Campus Police Department will notify the Associate Vice President, Instruction and Campus Health Center.

### 3.0 Legal Reporting

- 3.1 Pursuant to legal requirements, Campus Police will notify the appropriate local law enforcement agency of the reported sexual assault.
- 3.2 In accord with the Campus Crime Awareness and Security Act of 1990, the College, on an annual basis, shall notify students and employees of statistics concerning specific types of crimes, including sexual assault. This notice shall be made through appropriate publications/mailings.
- 3.3 In the case of violent crimes considered to be a threat to other students and employees, the College shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

### 4.0 Campus Services and Resources

- 4.1 Upon notification of a sexual assault, the Campus Police Department will make available to the victim a description of campus resources and services available to the victim as well as appropriate off-campus services. This listing of resources and services shall be updated each September 1 or more frequently as required.
- 4.2 The listing of resources and services shall be available through the Campus Police Department, the Counseling Center and the Health Center.
- 4.3 A victim of sexual assault shall be provided with information about the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process through the college, the availability of mediation, academic assistance alternatives, and mental health counseling.

### 5.0 Case Management

- 5.1 A victim of sexual assault shall be kept informed by the College President/designee of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.
- 5.2 The Counseling Center and Health Center shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

### 6.0 Confidentiality and Requests for Information

- 6.1 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students and parents will be handled by the College Public Information Office in accord with these regulations, the Family Educational Rights and Privacy Act, applicable California Education and Administrative Code sections, and Los Rios Community College District Policy.
- 6.2 Confidential reporting services are available to victims of sexual assault and/or domestic violence who do not wish to report the matter to campus authorities or police, but may want to receive support services. A confidential reporter is available in the Health Center in the Administration Building. Victims of any gender may also report confidentially 24 hours a day 7 days a week by contacting WEAVE (Women Escaping a Violent Environment) directly at (916) 568-3011 or email [WEAVE@losrios.edu](mailto:WEAVE@losrios.edu)

### 7.0 Dissemination of Procedure

- 7.1 These procedures shall be published in all student, faculty and staff handbooks and shall be given to any student or employee who is the victim of sexual assault.

## Drugs, Alcohol & Smoking Policies

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We therefore ask everyone to actively support the creation of a drug and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact the ARC Health Center for names of local agencies that can help.

### District Policy on Drugs & Alcohol

The Los Rios Community College District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The District certifies that it will provide a drug and alcohol free environment by taking the actions required by these Acts. See: [losrios.edu/legal/Policies/P-2000/P-2443.pdf](https://losrios.edu/legal/Policies/P-2000/P-2443.pdf) (*web link is case sensitive*)

### Insurance

Students are not covered by the district or college for medical insurance. Students should arrange for some type of medical insurance if they are not covered by parents or individual insurance policies. Students needing information on health insurance are invited to visit the Health Center in the Administration Building for assistance.

International students (F-1 Visa) will be required to show evidence of approved health insurance coverage that adhere to the Los Rios District guidelines throughout the duration of their studies at American River College. International students needing information regarding insurance options are encouraged to visit the International Students Department located in The HUB for assistance.

### Legal Sanctions

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance. Controlled substances includes, but is not limited to, cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

If you abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled, and/or criminally prosecuted. The penalties for the more common offenses are:

- Possession or use of alcohol: year in jail and/or fine
- Possession of marijuana (oz): criminal citation and fine
- Possession of cocaine: imprisonment in a state prison
- Sales of any illegal drug; imprisonment in a state prison
- Possession or use of alcohol by a minor; one year in jail and/or fine
- If you are a student employee, you may be terminated
- You are required to report any convictions within five days of the occurrence
- You will be ineligible for financial aid

### Smoking Standard

American River College and its centers are smoke, tobacco, and vape free as of January 1, 2016.

### Alcohol Policy

The Los Rios Community College District complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a.

The district commits itself to creating a campus environment which reinforces healthy lifestyles; provides support services for students who are experiencing problems with substances; and educates students about the impact of both alcohol and other drug abuse.

Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection and other sexually transmitted diseases and psychological depression.

Students found in violation of the district's alcohol, drug and weapons policies are subject to suspension or expulsion. Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance which has been committed by a student who is under the age of 21.

The possession, consumption or transportation of alcoholic beverages on Los Rios Community College campuses or in district owned facilities is generally prohibited as a matter of institutional policy. It is important to note that the Los Rios Police Department will investigate and prosecute, to the fullest extent of the law, any violation of local, state, or federal laws pertaining to the use, possession, or sale of alcohol. Successful prosecution can lead to fines, incarceration in county jail, or incarceration in state prison, depending on the violation that was committed.

The use of alcoholic beverages must be in compliance with state law and is strictly limited to those persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited and enforced. Alcoholic beverages may not be transported or consumed on district property.

*This is formalized in District Policy 2443*

### Controlled Substances Policy

The Los Rios Community College District complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a. The Los Rios Police Department strictly enforces state and federal laws, as well as the district's zero-tolerance policy, for the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on district property or at any district-sponsored event off campus. Violators are subject to criminal prosecution and/or disciplinary action. This is formalized in District Policies 2441 and 2443.

### Alcohol and Controlled Substances Assistance and Education

For information, confidential assistance and referral for substance abuse issues, contact the following:

#### On Campus

Counseling Services	(916) 484-8572
Health Center	(916) 484-8383

#### Community

Alcoholics Anonymous	(916) 454-1100
Narcotics Anonymous	(800) 600-4674
Detox Center Pick Up (SPD)	(916) 448-1236

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## Illegal Downloads & File Sharing

American River College students are prohibited from using the Los Rios Community College District information network to illegally download or share music, video and all other copyrighted intellectual property. American River College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the college information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject violators to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA).

In addition to being illegal, file sharing drains the college network's bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money.

The college has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies online at: [losrios.edu/legal/Policies/P-7000/P-7831.pdf](https://losrios.edu/legal/Policies/P-7000/P-7831.pdf) (*web link is case sensitive*)

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## Children on Campus

- Children on campus must be under the direct supervision of a parent or adult.
- Unattended or disruptive children will be reported to the proper authorities.
- It is not appropriate for children to attend classes with their parents or to use labs or the library.

For more information please review Los Rios Community College District Board Policy 1312 on the Los Rios website at [losrios.edu](https://losrios.edu)

## Faculty Statement of Professional Ethics

1. “Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.”

**Note:** The preceding is the “Statement on Professional Ethics” authored and published by the American Association of University Professors (AAUP) in its Policy Documents and Reports (*see #1 below*) and on the “Reports and Publications” page of their official website (*see #2 below*). The original statement was adopted by AAUP in 1966. Revisions were made and approved by the Association’s Council in 1987 and 2009. The ARC Academic Senate has previously endorsed the AAUP “Statement on Professional Ethics” as the ARC Faculty Statement of Professional Ethics. In 2016, the ARC Academic Senate, on behalf of the ARC Faculty, has endorsed the most recent version of the AAUP “Statement on Professional Ethics” as its guiding principles for professional ethics.

1. AAUP, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 91–93.
2. AAUP Reports and Publication: [aaup.org/report/statement-professional-ethics#b2](http://aaup.org/report/statement-professional-ethics#b2)



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## Classified Staff Statement of Professional Ethics

The quality of any institution is, to a large extent, based upon the quality of its employees. American River College has a tradition of excellence in education, which is partially a result of the employees and their service to students and the community. The classified staff embraces this philosophy through their professionalism, integrity, and excellence.

**Professionalism** is demonstrated through collaborating, communicating, and respecting one another through:

- Mutual respect
- Innovative thinking
- Networking
- Superior technical skills
- Open dialogue

**Integrity** of the classified staff is exemplified through ethical behavior, which is upheld through:

- Fiscal responsibility
- Embracing diversity
- Respectful behavior
- Trustworthiness
- Personal commitment

**Excellence** is exhibited through our support and reliance on each other. We strive to be an elite, premier, learning community through:

- Creative ideas
- Supportive actions
- Dedication
- Sound judgment
- Campus and community development

These are qualities that are fostered through the collaboration between classified staff, students, faculty and administrators. As the classified staff at American River College, we support the intellectual and vocational education of our student body. Through our students' achievements, we strive to feed the heart of our surrounding communities. In our pursuit to meet these goals, our ultimate objective is to ensure student success.

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## Administrator Statement of Professional Ethics

American River College administrators recognize that ethical behavior is a prerequisite to successful leadership and management. Ethical behavior, defined as behavior that meets commonly accepted rules of conduct, encompasses the principles of honesty and equity.

At American River College, administrators strive to exercise judgments that are dispassionate, fair, consistent, and equitable. They seek openness and reliability, do their utmost to address issues and people without prejudice, and consistently work to maintain a focus on the best interests of the college's students, employees, and communities served.

In fulfilling their responsibilities, American River College administrators adhere to the approved ARC Commitment to Social Justice and Equity as well as ARC Values included in this catalog and available online at [arc.losrios.edu](http://arc.losrios.edu).

## TIMELINES FOR STUDENT GRIEVANCE

TIMELINE	WITH WHOM	PURPOSE/PROCESS
<b>Level 1: Informal grievance resolution (mandatory)</b>		
Within ten (10) days of alleged act.	Student shall meet with staff member involved or with staff member's immediate supervisor.	To attempt informal resolution. If no resolution reached within ten (10) days, student may proceed to formal grievance process
<b>Level 2: Formal grievance process (grievability)</b>		
Within five (5) days of completion of informal process and not later than twenty-five (25) days from date of alleged wrongful act.	Formal grievance form (completed) to be filed with Student Grievance Officer.	To determine if problem is grievable and if grievable, hearing will be scheduled.
<b>Level 3: Formal grievance process (hearing)</b>		
Within ten (10) days of appointment, hearing will be scheduled.	All parties and Hearing Officer.	To determine the merit of the grievance and come to a decision within ten (10) days of the hearing.
<b>Level 4: Formal grievance process (appeal)</b>		
Within five (5) days of Hearing Officer's decision.	Vice President, Student Services	Written appeal, stating specific grounds for appeal. Review of record only. Decision within ten (10) days of receipt of appeal docs. Decision is final.