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STANDARDS OF STUDENT CONDUCT & COMPLAINT PROCEDURES

STANDARDS OF STUDENT CONDUCT
(Board Policy 5500)

Pursuant to the California Education Code, Feather River College has adopted specific rules governing student conduct and applicable penalties for violation of such rules. Policies, rules and regulations governing student conduct are published in the college catalog, student handbook, and class schedules and are available at new student orientation.

It is the policy of Feather River College that students enrolling in Feather River College assume an obligation to abide by all college regulations.

The Student Affairs Office is responsible for student conduct and the disciplinary procedures of the college. All questions and matters of concern should be directed to that office.

Reference: Education Code Section 66300; Accreditation Standard II.A.7.b

Administrative Procedure (AP 5500) -- DRAFT

General Policies
Admission to Feather River College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Feather River College (FRC), the student likewise assumes the obligation to observe standards of conduct that are appropriate to the pursuit of educational goals. It is expected that each student will obey Federal, State, and local laws; will show respect for properly constituted authority, and will exhibit and maintain integrity and honor in all manners related to the College.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct; however, FRC administration and its Board will retain the authority to create and enact College policy.

Programs based on contracts with government agencies or external-funding sources operated outside of the College may adopt separate conduct procedures consistent with Feather River College’s Code of Student Conduct, the programs’ goals, and the principle of due process for all parties.

All employees are expected to report alleged violations of student conduct and other disruptive behavior to the Chief Student Services Officer utilizing the Incident Report form. Feather River College may take appropriate
disciplinary action when student conduct is deemed by the Chief Student Services Officer or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.

Violations
Student behavior, which after due process is found to be disruptive to classes or the general operation of the College, or to destroy the rights of others or property, may result in disciplinary action including probation or suspension.

The following shall be subject to disciplinary procedures:

1. Illegal possession or use of any firearm, explosive, dangerous chemical, or other weapon.

2. Threatening, harassing, physically abusing, or endangering in any manner the physical or mental health and safety of any person.

3. Theft, willful destruction, damage, or misuse of any property belonging to or in the possession of the College or belonging to or in possession of any person.

4. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited in all facilities under the control and use of the District or at college-sponsored activities. If a student is suspected of being under the influence of any drug (legal or illegal) which threatens the health and safety of any person, he/she may be required to submit to a drug test (at their expense) prior to returning to class or clinical assignment.

5. Disruption of the orderly process of activities of the College, including unauthorized entry into, obstruction of, or occupation of any college property.

6. Dishonesty, including, but not limited to: cheating, plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents and records. The reporting and discipline procedure for incidents of academic dishonesty is described below in “Academic Dishonesty”.

7. Unauthorized and inappropriate use of College computers and network systems (computing resources)

8. Violation of any criminal State or Federal law not included in the above

If a student is charged or convicted of an off-campus violation of the law, the matter shall not be cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the Chief Student Services Officer or designee, that the behavior is substantially likely to disrupt the educational process of the College.

Academic Dishonesty
The faculty member who suspects a student of academic dishonesty shall document the commission of the act by writing down the time, date, place, and a description of the act and collect the evidence such as photocopying the plagiarized examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning.

The faculty member who has evidence of the act of dishonesty shall attempt to resolve the matter informally by speaking with the student, referencing Feather River College’s Standards of Student Conduct. At this point, the
faculty member may choose to take no further action or issue a lower grade, including a failing grade of "F" for the examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning. If the latter action is imposed, the student must be informed during the informal discussion. In addition, the faculty member, who has evidence of the act of dishonesty is strongly encouraged to file a Student Incident Report with the Chief Student Services Officer (CSSO) and must inform the student of this action.

In the event that the offense is so serious as to warrant disciplinary action, or in the case of two instances of academic dishonesty by the same student, the CSSO will issue disciplinary action(s) according to the steps outlined in this procedure.

If the student challenges the instructor’s determination of academic dishonesty, the CSSO will notify the CIO who will in turn convene an ad-hoc committee that will consist of the CIO plus two members, excluding the faculty member involved in the incident, chosen randomly from the Academic Senate. The CIO will serve as Chair. All members will be voting members. The ad-hoc committee will make a good-faith effort to schedule a hearing within ten business days of the establishment of the ad-hoc committee. The date, time and location of the hearing will be communicated in writing to all parties and will be scheduled at least ten business days from the date of notification.

At the hearing, the student will meet with the ad-hoc committee to hear the charges and present his/her side of the case. The student may bring an advocate, who may advise the student but not present the case. If the student misses the hearing, the committee may proceed with the process to completion. The committee shall determine by majority vote if the evidence presented by the student is significant enough to rescind the action imposed by the faculty member. The CIO will send a written notification within five business days of the committee’s decision to the CSSO, faculty member, and the student.

**Suspension**

The Chief Student Services Officer (CSSO) or an instructor shall suspend a student for good cause. Good cause includes, but is not limited to a) continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority or, or persistent abuse of, college personnel b) assault, battery, or any threat of force or violence upon a student or college personnel c) willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or any other injury to any real or personal property owned by the district d) 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 Professional Code. e) willful or persistent smoking in any area where smoking has been prohibited by law or by regulation f) persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

An instructor may suspend a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the CSSO for appropriate action. If the student removed by an instructor is a minor, the CSSO shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor of the parent or guardian so requests, a college administrator shall attend the conference. Following the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

The CSSO may suspend a student for good cause as follows: a) from one or more classes for a period of up to 10 days of instruction b) from all classes for the remainder of the school term b) from all classes and activities of the community college for one or more terms. Whenever a minor is suspended from a community college a parent or guardian shall be notified in writing by the CSSO.
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.

The CSSO shall, upon the suspension or expulsion of any student notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of Section 245 of the Penal Code.

Lesser sanctions may include but are not limited to: a) verbal or written reprimand b) probation c) ineligibility to participate in extracurricular activities d) restitution for damages e) community service f) any other sanction the College deems educationally appropriate.

Expulsion
The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The suspension or expulsion of a student shall be accompanied by a hearing conducted within 10 days. The Hearing Board shall be responsible for reviewing the case and making recommendations to the College President. The Hearing Board shall be comprised of a) two members of the instructional staff appointed by the Academic Senate b) two students appointed by the ASFRC president c) CSSO will serve as chair and will not vote except to break a tie.

Disciplinary Due Process Hearing Procedures
In keeping with the purposes of the College, disciplinary actions other than those requiring expulsion are intended to be educational rather than punitive. Disciplinary proceedings will be conducted informally between the student(s) and the Chief Student Services Officer or designee.

1. When the CSSO receives information (either verbally or in writing through the use of the incident report) indicating that a student has committed a violation, the CSSO shall investigate the alleged violation. After preliminary investigation, the CSSO may: 1) dismiss the allegation as unfounded, either before or after conferring with the student 2) proceed with an informal hearing and assign an appropriate sanction.

2. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, as determined by the Chief Student Services Officer or designee.

3. The student has the right to appeal any disciplinary (as distinct from academic) action to the President or designee solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President or designee will remand the case to the Chief Student Services Officer or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, at the discretion of the Chief Student Service Officer or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a negative effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to the CSSO and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.
Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by a lawyer during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. However, disciplinary sanctions may still be assessed, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceeding.

In cases that are not resolved informally, the Chief Student Services Officer or designee shall use the following hearing procedure:

**Step 1:** At an initial conference with the Chief Student Services Officer or designee, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed penalty.

**Step 2:** The student must submit all of his/her evidence within 7 business days of the initial conference.

**Step 3:** After considering the evidence in the case and interviewing persons as appropriate, the Chief Student Services Officer, or designee, may take one of the following actions:

a. Terminate the proceedings, exonerating the student.

b. Dismiss the case after appropriate counseling and advice.

c. Impose an appropriate sanction as described above.

The student will be notified in writing of the decision of the Chief Student Services Officer or designee. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 business days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 business days of its filing.

**Readmission After Suspension**

A student suspended from the College may be readmitted only on written petition to the Chief Student Services Officer or designee. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Chief Student Services Officer or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. The decision of the Chief Student Services Officer or designee is final.

**Records**

Records of all disciplinary actions shall be kept by the Chief Student Services Officer in accordance with the state archival policies.

*Reference: Education Code, Section 66300, 66301; Accreditation Standard II.A.7.b; California Community Colleges, Chancellor’s Office: Legal Opinion 07-12*
The purpose of this procedure is to provide a prompt and equitable means of resolving general student complaints and grievances. This procedure is available to any student who reasonably believes a college decision or action has adversely affected his or her rights as a student.

All complaints or grievances about general harassment and unlawful discrimination and sexual harassment are handled by the Director of Human Resources, who is the District’s single point of contact for these issues. Please refer to AP3410, 3430, and 3435, for further information.

All complaints and grievances related to instructional issues are handled by the Chief Instructional Officer.

**Grievance Procedure**

General complaints and grievances begin with an informal and confidential discussion with the Chief Student Services Officer (CSSO), or in the case the CSSO is the subject of the complaint, the Chief Instructional Officer (CIO). The CSSO will then determine how the complaint or grievance will be resolved, and follow the process through resolution according to prescribed timelines. If any administrator (Superintendent/President, Chief Instructional Office, Director of Facilities/CTO, Director of Human Resources/EEO, Athletic Director, Chief Financial Officer) receives a written complaint for any reason, the CSSO must be notified to assure all timelines are met, and resolution is logged in the student complaint log.

Student must notify the CSSO in writing of their intent to file a written complaint or grievance within 6 months of the incident (s).

Student must file a written formal complaint within 30 working days of notifying the CSSO.

In order to maintain accurate records, Administrators who receive a written complaint/grievance must provide a copy of the complaint to the CSSO within 5 working days of receipt.

Upon receipt of a written complaint/grievance the CSSO or designee must complete an investigation and render a decision in writing to the student within 30 working days; OR in the case that this deadline cannot be met, the CSSO will notify the student in writing within 30 working days; OR, in the case the grievance/complaint is the responsibility of another administrator, assure that all timelines are met according to policy.

*Reference: Education Code 75224(a), Title IX Education Amendments of 1972*
DISCRIMINATION & HARASSMENT

NON-DISCRIMINATION
(Board Policy 3410)

The District is committed to equal opportunity in educational programs, employment, and all access to its institutional programs and activities.

No person shall be unlawfully subjected to discrimination or denied full and equal access to, or the benefits of district programs or activities on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the CCC Chancellor’s Office.

The Superintendent/President shall establish administrative procedures to assure equal opportunity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

Last Date of Approval: May 22, 2003

Administrative Procedure (AP 3410)

Education Programs
The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability.

All courses, including noncredit classes, shall be conducted without regard to the national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability of the student enrolled in the classes.
The District shall not prohibit any student from enrolling in any class or course on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Reference: Education Code Sections 66250 et seq.; 200 et seq; 72010 et seq. Accreditation Standard 1.6

Employment
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or status as a Vietnam-era veteran.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Reference: Education Code Section 53000 et seq.; Government Code Sections 11135 et seq; 12940 et seq.
Last Date of Approval: March 16, 2005

PROHIBITION OF UNLAWFUL HARASSMENT AND DISCRIMINATION
(Board Policy 3430)

It is the policy of the Feather River Community College District (the District) to provide an educational, employment and business environment in which no person shall be subjected to unlawful harassment, nor unlawfully denied full and equal access to the benefits of any program or activity of the District that is linked to the Board of Governors of the California Community Colleges in terms of funding or supervision.

It shall be a violation of this policy for anyone to engage in general harassment, discrimination, or sexual harassment (as defined below), which may include, but is not limited to, those who are authorized to recommend or take a personnel or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the District. It is also a violation for anyone to retaliate against (1) a person who files such a complaint, (2) a person who is a witness in an investigation, or (3) one who represents or serves as an advocate for the complainant or for the person against whom a complaint is made.

- The District will take preventive, corrective, remedial, and/or disciplinary action for any act that violates this policy and advocate for the rights and privileges it is designed to protect.
- Employees, students, or other persons acting on behalf of the District who engage in discrimination, harassment or retaliation may be subject to discipline up to and including discharge, expulsion, or
termination of contract, following AP 3430 Prohibition of Unlawful Harassment and Discrimination and AP 3435 Discrimination and Harassment Investigations.

- Employees should be aware that, if they engage in acts that the District determines to be acts of harassment, such acts are outside the course and scope of their employment and may result in the employee having to obtain his or her own legal counsel. Acts of harassment may result in a money judgment against the employee personally, which will not be paid for by the employer.

**General Harassment**

“General Harassment” that is based on race, ethnicity, ethnic group identification, color, national origin, ancestry, religion, religious creed, physical disability, mental disability, medical condition, marital status, gender, gender identity, gender expression, sex, age, or sexual orientation of any person (or the perception that a person has one or more of these characteristics or association with someone who has one or more of these characteristics) is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any perceived hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person’s competency to do the job, when based on that person’s gender could constitute gender-based harassment. Harassment comes in many forms including, but not limited to, unlawful discrimination and sexual harassment.

**Unlawful Discrimination**

“Unlawful Discrimination,” as defined and otherwise prohibited by state and federal statutes, means discrimination on the basis of race, ethnicity, ethnic group identification, color, national origin, ancestry, religion, religious creed, physical disability, mental disability, medical condition, marital status, gender, gender identity, gender expression, sex, age, sexual orientation, or because an individual is perceived to have one or more of those characteristics or is associated with someone who has one or more of these characteristics.

**Sexual Harassment**

“Sexual harassment” is a form of unlawful general harassment and gender discrimination, and it means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.
- Submission to, or rejection of, the conduct by an 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 District.
- The conduct has the purpose or effect of having a negative impact upon an individual’s work or educational performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Within the District, sexual harassment is prohibited regardless of the status and/or relationship the affected parties may have. Filing of complaints, processing of investigations, and notification of involved parties will proceed according to AP 3430 Prohibition of Unlawful Harassment and Discrimination and AP 3435 Discrimination and Harassment Investigations.

- Private, personal conduct may at some point become unwelcome in the employment or academic context, depending on the facts. Employees placed on notice that the co-employee or student now finds the conduct unwelcome shall cease and desist from such conduct immediately.
Employees or students who participate in a consensual relationship, and at some point wish to discontinue the relationship, must clearly state to the other participant(s) that the conduct is no longer consensual or welcome to them.

Any employees who have knowledge of conduct that may constitute general harassment, sexual harassment, or discrimination of students or employees by another employee, volunteer, student or individuals in the school community are required to immediately report such conduct to the District Director of Human Resources for processing or investigation as per AP 3430 Prohibition of Unlawful Harassment and Discrimination and AP 3435 Discrimination and Harassment Investigations. In the event that the complaint is filed against someone in the Human Resources Department, it should be given to the Superintendent/President’s Office.

Responsible District Officer
The Director of Human Resources is designated by the District as a single District officer responsible for receiving all general harassment, sexual harassment or unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating their investigation. The actual acceptance and investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District.

Information on where to obtain rules and procedures for reporting charges of unlawful discrimination or harassment may be obtained by contacting the Director of Human Resources, 570 Golden Eagle Ave., Quincy, CA 95971-9124, telephone (530) 283-0202.

A copy of this policy will be displayed in a prominent location in the main administrative building on campus and other areas where notices regarding the District’s rules, regulations, procedures, and standards of conduct are posted.

Faculty and staff will be provided a copy of this policy at the beginning of the first semester of the college year after the policy is adopted, or at the time of hire as a new employee.

A copy of this policy, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester, as applicable.

Reference: Education Code Sections 212.5; 220; 44100; 66250 et seq, (Equity in Higher Education Act); 66281.5; California Code of Regulations Title 2, Section 7288.0 and Title V Sections 59300 et seq; Government Code Sections 12940; 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e; Title IX, Education Amendments of 1972.

Last Date of Approval: April 19, 2012

Administrative Procedure (AP 3430)

The Feather River Community College District (the District) is committed to providing an academic and work environment free of unlawful harassment and discrimination. This procedure further defines sexual harassment and other forms of harassment on campus.

Definitions
General Harassment: Harassment based on race, ethnicity, ethnic group identification, color, national origin, ancestry, religion, religious creed, physical disability, mental disability, medical condition, marital status, gender,
sex, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics or association with a person with one or more of these characteristics is illegal and violates District policy.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress;
- submission to, or rejection of, the conduct by an individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon an individual’s work or educational performance, or of creating an intimidating, hostile or offensive work or educational environment;
- 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 District.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome sexual conduct or conduct based on a person’s gender 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.

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.

**Forms of Harassment**

Harassment comes in many forms including, but not limited to, the following conduct:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes, based on a person’s race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual’s body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.
Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. 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. It also includes any physical assault or intimidation directed at an individual, due to that person's gender, race, national origin, sexual orientation or other protected status.

Visual, Electronic, or Written: The display or circulation of visual, electronic or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group, based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

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

Curriculum Concerns
In some situations, the classroom curriculum may legitimately include content of a sexual nature. For example, a class on human sexuality may include sexually explicit written or visual materials. The District believes it is in the best interests of the faculty, staff and students, that measures be taken to provide prior notification to people attending a particular class when sexually explicit materials may be included as part of the curriculum. When such materials are a legitimate part of the curriculum and are not targeting an individual or a group of individuals because of their sex or gender, it is unlikely under the California Supreme Court decision of Lyle v. Warner Brothers Television Productions (2006) 38 Cal. 4th 264, to constitute sexual harassment.
DISCRIMINATION AND HARASSMENT INVESTIGATIONS
(Administrative Procedure 3435)

Filing a Timely Complaint
Since failure to report harassment and discrimination impedes the Feather River Community College District’s (the District) ability to stop the behavior, the District strongly encourages employees and students who believe they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District’s ability to gather relevant evidence, complete an investigation and remediate, if necessary.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

Communicating that the Conduct is Unwelcome
The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

Oversight of Complaint Procedure
The Director of Human Resources is the “responsible District officer” charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The actual investigation of complaints may be assigned by the Superintendent/President to other staff or to outside persons or organizations under contract with the District. For example, this shall occur whenever the Director of Human Resources is named in the complaint or implicated by the allegations in the complaint.

Where to File a Complaint
A student, employee or other person associated with the District who believes he or she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing, within one year of the date of the alleged harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the complaint.

If a complainant decides to file a formal written unlawful discrimination complaint against the District or an unlawful harassment complaint against the District or an individual, he or she must file the complaint on a form prescribed by the CCC Chancellor’s Office. These approved forms are available from the Director of Human Resources and at the following URL: www.cccco.edu/divisions/legal/discrimination/discrimination.htm

The completed form must be filed with any of the following:
- the Director of Human Resources;
- the Superintendent/President; and/or
- the Chancellor of the California Community Colleges.
Employee complainants shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC and/or the DFEH should be forwarded to the Chancellor’s Office.

Any District employee who receives an oral or written harassment or discrimination complaint shall notify the Director of Human Resources immediately.

**Intake and Processing of the Complaint**

Upon receiving notification of a harassment or discrimination complaint, the Director of Human Resources shall:

- Undertake efforts to informally resolve the charges. (Informal resolution, if agreed to by the complainant, may include but not be limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling and/or training, etc.);
- Advise the complainant that he or she need not participate in an informal resolution of the complaint, as described above;
- Notify the person bringing the charges of his or her right to file a complaint under Title V section 59328;
- Advise the complainant that he or she may file his or her non-employment based complaint with the Office of Civil Rights of the U.S. Department of Education (OCR.) The Director of Human Resources shall also notify the Chancellor of California Community Colleges of the complaint.
- Authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the parties of a complaint opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.
- Set forth the results of the investigation in a written report. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether harassment or discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.
- Provide the complainant and accused with a summary of the investigative report within ninety (90) calendar days from the date the District received the complaint. The complainant and accused shall also be provided with a written notice setting forth the determination of the Superintendent/President or designee as to whether harassment or other discriminatory conduct did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the parties’ rights to appeal to the District's Board of Trustees and the state Chancellor's Office. The results of the investigation and the determination as to whether harassment or other discriminatory conduct occurred shall also be reported to the accused, and the appropriate academic or administrative official(s). Reports to the complainant shall be prepared so as not to violate any applicable privacy rights of the accused, the complainant or other witnesses.
Defective Complaint
When the District receives a complaint which it finds does not meet the requirements of these procedures, the Director of Human Resources or designee shall notify the complainant and shall specify in what requirement the complaint is defective.

Investigation of the Complaint
The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. As set forth above, where the complainant opts for an informal resolution, the Director of Human Resources may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints utilizing the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses, if any; reviewing any and all relevant documents or other tangible evidence; reminding all individuals interviewed of the District’s no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reaching a conclusion as to the allegations and any appropriate disciplinary and remedial action; and seeing that all recommended action is carried out in a timely fashion.

Timeline for Completion: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within ninety (90) calendar days of the District receiving the complaint.

Cooperation Encouraged: All employees, students and other participants are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment or discrimination is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

Discipline and Corrective Action
If harassment, discrimination and/or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. If discipline is imposed, the nature of the discipline will not be communicated to the complainant, if the accused person’s right to privacy outweighs the complainant’s need to know what actions have been taken to prevent similar problems from occurring in the future.

Disciplinary actions against faculty, staff and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District’s ability to investigate and respond effectively to the complaint.
Appeals

If the complainant is not satisfied with the results of the administrative determination, he or she may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the state Chancellor’s Office. The complainant shall also be notified of his or her right to appeal this decision.

If the Board does not act within forty-five (45) days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

The complainant shall have the right to file a written appeal with the state Chancellor’s Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Section 59350 of Title 5 of the California Code of Regulations.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing. In such cases, the complainant may also file a petition for review with the state Chancellor’s Office within thirty days after the governing board issues the final decision or permits the administrative decision to become final.

Within 150 days of receiving a formal complaint, the District shall forward to the state Chancellor’s Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his or her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment and discrimination will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee’s personnel file. In addition, these policies and procedures are incorporated into the District’s course catalogs and orientation materials for new students.

Training

By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall follow the guidelines from Title 2, section 7288.0 regarding Sexual Harassment Training and Education. In general, the content of the training shall include but is not limited to:

1. A definition of unlawful sexual harassment under FEHA and Title VII. In addition to a definition of sexual harassment, an employer may provide a definition of and train about other forms of harassment
covered by the FEHA, as specified in Government Code section 12940(j), and discuss how harassment of an employee can cover more than one basis.

2. FEHA and Title VII statutory provisions and case law principles concerning the prohibition against and the prevention of unlawful sexual harassment, discrimination and retaliation in employment.

3. The types of conduct that constitute sexual harassment.

4. Remedies available for sexual harassment.

5. Strategies to prevent sexual harassment in the workplace.

6. “Practical examples,” such as factual scenarios taken from case law, news and media accounts, hypotheticals based upon workplace situations and other sources which illustrate sexual harassment, discrimination and retaliation using training modalities such as role plays, case studies and group discussions.

7. The limited confidentiality of the complaint process.

8. Resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment.

9. The employer’s obligation to conduct an effective workplace investigation of a harassment complaint.

10. Training on what to do if the supervisor is personally accused of harassment.

11. The essential elements of an anti-harassment policy and how to utilize it if a harassment complaint is filed. The employer shall give each supervisor a copy of its anti-harassment policy and require each supervisor to read and to acknowledge receipt of that policy.

The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. The trainers or educators shall be qualified according to Section 7288.0 of Title 2 of the California Code of Regulations.

Training of all staff will be conducted. Training for academic staff should emphasize environmental harassment in the classroom.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services shall include an explanation of the policy, how it works, and how to file a complaint.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the district’s potential liability, or that they did not understand the policy and desire further training.

Reference: Education Code Section 66281.5; Government Code 12950.1; California Code of Regulations, Title 2, Section 7288.0 and Title 5, Sections 59300 et seq.; 34 C.F.R. Section 106.8(b)

Last Date of Approval: February 5, 2009

**SEXUAL AND OTHER ASSAULTS ON CAMPUS**

*(Board Policy 3540)*

Any sexual assault or physical abuse, including rape as defined by California law, whether committed by an employee, student, or member of the public that occurs on District property is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student
discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment.

The procedures for sexual assaults shall meet the criteria contained in EC 67385, and shall include assurances that:

- All victims of sexual assault on District property shall be provided with information regarding options and assistance available to them.
- All alleged victims of sexual assault shall be provided with the following, upon request:
  1. A copy of this Board Policy containing the District’s policy regarding sexual assault;
  2. A list of personnel on campus who should be notified of the assault, and procedures for such notification, if the alleged victim consents;
  3. A description of available services, and the persons on campus available to provide those services, including but not limited to transportation to a hospital, counseling by District staff or referral to a counseling center, notice to the policy, if desired, and a list of other available campus resources or appropriate off campus resources;
  4. A description of available procedures, including criminal prosecution, civil prosecution, (i.e., lawsuit), District disciplinary procedures and modification of class schedules and tutoring, if necessary; and
  5. Information regarding any ongoing investigation, including the status of any student or employee disciplinary proceedings or appeal.

The District shall maintain the identity of any alleged victim of sexual assault on District property in confidence unless the alleged victim specifically waives that right to confidentiality. The District shall maintain the identity of any alleged assailant who is a student or an employee in confidence unless the alleged assailant waives that right to confidentiality.

Reference: Education Code Section 67385  
Last Date of Approval: May 22, 2003

Administrative Procedure (AP 3540)

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also, AP 5500, Standards of Student Conduct.)

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. All students, faculty members or staff members who allege they are the victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from either the Student Services office or the Human Resources office, which shall maintain the identity and other information about alleged sexual assault
victims as confidential unless and until the Student Services Office or the Human Resources Office is authorized to release such information.

The Superintendent/President/Designee shall provide all alleged victims of sexual assault with the following, upon request:

A copy of the District's policy and procedure regarding sexual assault;

A list of personnel on campus who should be notified of the assault, and procedures for such notification, if the alleged victim consents:

- Chief Student Services Officer, (530) 283-0202 Ext. 273
- Chief Human Resources Officer, (530) 283-0202 Ext. 257
- Chief Safety Officer, (530) 283-0202 Ext. 265
- Chief Security Officer, (530) 283-0202 Ext. 259

A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:

- Transportation to a hospital, if necessary; Student Services 283-0202 Ext. 273, Safety Officer 283-0202 Ext. 265 or Human Resources 283-0202 Ext. 257.
- Referral to counseling; Human Resources Department 283-0202 Ext. 257 or Human Behavior Associates (800) 937-7770
- Notice to the police, if desired; Security 283-0202 Ext. 259 or Student Services 283-0202 Ext. 273 or Human Resources 283-0202 Ext. 257
- Feather River Health Services; 283-0202 Ext. 244

A description of each of the following procedures:

- District disciplinary procedures, both student and employee;
- Modification of class schedules;
- Alternative mode of instruction, if necessary.

All alleged victims of sexual assault on District property shall be kept informed, through the Student Services office or the Human Resources office of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of sexual assault on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the District's Marketing/Public Information officer 283-0202 Ext. 220 who shall work with the Student Services office or the Human Resources office to assure that all confidentiality rights are maintained.

The district in collaboration with campus-based and community-based victim advocacy organizations will as part of on campus orientations provide educational and preventive information about sexual violence to students at all campuses. This information will also be posted on the campus internet website.

Additionally, the Annual Security Report will include a statement regarding the District’s programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:
A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses;

- Procedures to follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;

- Information on a student’s option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;

- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;

- Notice to students that the campus will change a victim’s academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available.

Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and

- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses.

Reference: Education Code Section 67382 67385; U.S.C. § 1092 (f); 34 C.F.R. § 668.46(b)(11)

Last Date of Approval: March 16, 2005

For free confidential counseling and advocacy for victims of sexual assault, dating violence, domestic violence, or stalking call: 530-616-1480.

**REGISTERED SEX OFFENDER INFORMATION**

(Administrative Procedure 3516)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained:

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his or her status as a registrant upon his or her application or acceptance of the position if he or she 1), would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children, or 2) would be working directly and in an accompanied setting with minor children and his or her work would require touching minor children on more than an incidental basis.
A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Sex offenders who may be required to register should do so at the Chief Student Services Officer’s office.

Information concerning registered sex offenders can be obtained from campus security or the Chief Student Services Officer’s office.

Information concerning registered sex offenders can also be found at www.meganslaw.com

Last Date of Approval: September 11, 2007
Introduction
Students of Feather River College (FRC) are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. FRC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity
- Students assume full responsibility for the content and integrity of the coursework they submit and are responsible for adhering to coursework requirements as specified by the instructor in the course syllabus.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, projects, reports, and other forms of evaluating student learning.
- Students may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.

Forms of Academic Dishonesty
Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, electronic devices, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another person to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking or assisting in a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Other Acts of Academic Dishonesty: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.
Academic Dishonesty Process
When a student is accused of any form of academic dishonesty, an informal as well as a formal action may be initiated by the faculty member.

References: Education Code Sections 55002(a)(2)(A), 66300, 66301; Accreditation Standard II.A.7.b
Last Date of Approval: September 17, 2009

Administrative Procedure (AP 4245)

Academic Dishonesty Complaint and Hearing Procedures

1. The faculty member who suspects a student of academic dishonesty shall document the commission of the act by writing down the time, date, place, and a description of the act and collect the evidence such as photocopying the plagiarized examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning.

2. A. The faculty member who has evidence of the act of dishonesty shall attempt to resolve the matter informally by speaking with the student, referencing Feather River College’s Student Code of Conduct. At this point, the faculty member may choose to take no further action or issue a lower grade, including a failing grade of “F” for the examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning. If the latter action is imposed, the student must be informed during the informal discussion.

B. In addition, the faculty member, who has evidence of the act of dishonesty is strongly encouraged to file an Academic Dishonesty Report with the Chief Instructional Officer (CIO) and must inform the student of this action.

C. In the case of two reports of a repeat offender, the CIO will forward this information to the Chief Student Services Officer (CSSO) who will issue disciplinary actions according to Standards of Conduct, AP 5500.

3. If an informal resolution cannot be reached, the faculty member shall inform the student that the next step will be a formal hearing and file an Academic Dishonesty Report with the CIO.

4. If the offense is so serious as to warrant disciplinary action, the faculty member must file an Academic Dishonesty Report. The student must be informed of any action taken by the faculty member.

5. Upon receipt of the Academic Dishonesty Report, the CIO will convene an ad-hoc committee to review the report. This committee will consist of two members, excluding the faculty member involved in the incident, chosen randomly from the Academic Senate by the faculty secretary. The CIO will serve as Chair. All members will be voting members.

6. Within five business days of the committee’s completion of the review, the CIO will notify all parties in writing within 5 business days of the date, time and location of the hearing. At the hearing, the student will meet with the ad-hoc committee to hear the charges and present his/her side of the case. The student may bring an advocate, who may advise the student but not present the case. If the student misses the hearing, the committee may proceed with the process to completion. The committee shall determine by majority vote if the evidence presented by the student is significant enough to rescind the action imposed by the faculty member. The CIO will send a written notification within 5 business days of the committee’s decision to the faculty member and the student.
7. If the committee recommends that further disciplinary action be imposed, then that recommendation will be forwarded to the Chief Student Services Officer (CSSO), and the Academic Dishonesty Report will also be forwarded to the CSSO.

8. The Academic Dishonesty Report will be maintained for 5 years by the Instruction and Student Services offices.

9. Nothing in this policy is intended to infringe upon the rights of the student. For details on the Standards of Conduct and disciplinary actions, refer to AP 5500.

References: Feather River College BP/AP 5500 Standards of Conduct; California Community Colleges, Chancellor’s Office: Legal Opinion 07-12
Last Date of Approval: September 3, 2009

COMPUTER AND NETWORK USE
(Board Policy 3720)

Access to modern information technology is essential to the pursuit of achieving Feather River College’s mission of instructional excellence. The ability to use computing systems and software, as well as internal and external data networks, is an important privilege for all members of the College community.

The preservation of that privilege requires that each individual faculty member, staff member, and student comply with all established District procedures for appropriate use, including all relevant federal, state, and local laws. These include laws of general application such as libel, copyright, trademark, privacy, obscenity and child pornography laws as well as laws that are specific to computers and communication systems, such as the Computer Fraud and Abuse Act and the Electronic Communications Privacy Act.

Violations of District procedures may result in disciplinary action, including the loss of computer use privileges, dismissal from the College, and legal action. Additionally, specific violations may constitute a criminal offense. Accordingly, it is imperative that every College employee and every College student using FRC’s computing resources fully understands their responsibilities in doing so.

Last Date of Approval: May 25, 2006

Administrative Procedure (AP 3720)

The District’s computers and network systems (computing resources) are the sole property of the Feather River Community College District. They may not be used by any person without the proper authorization of the District. Computing resources are to be used for District instructional and work related purposes only, except as noted in the Personal Use clause of the Usage section.

This procedure applies to all District students, faculty, administrators and staff and to all others granted use of District computing resources. This procedure refers to all District computing resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and information technology resources
owned, leased, operated, or contracted by the District. This includes desktop and laptop computers, printers, monitors, servers, routers, hubs, removable storage devices, switches, scanners, mobile computing equipment, software, and all other information technology resources, regardless of whether they are used for administration, teaching or other purposes.

**Legal Process**

This procedure exists within the framework of the District’s Board Policy BP3720 and all applicable state and federal laws. A user of District computing resources who is found to have violated any of these procedures may be subject to progressive disciplinary action, including but not limited to revocation of their network account, disciplinary suspension or expulsion from the College or termination from employment and/or civil or criminal prosecution.

**Copyrights and Licenses**

All computer users must abide by copyrights and license terms for software and other computer-based information.

- **Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software, including but not limited to commercial, shareware, and freeware may not be copied into or from any District computer or other computing resource, except pursuant to a valid license or as otherwise permitted by copyright law. The Information Services Department staff are the only District employees authorized to install, upgrade or modify software.

- **Number of Simultaneous Users** - The number and distribution of copies must be handled in such a way that the number of simultaneous users does not exceed the number of original copies purchased, unless otherwise stipulated in the purchase contract or license terms.

- **Copyrights** - In addition to software, all other copyrighted information (text, images, icons, audio materials, etc.) retrieved from computers or computing resources must be used in conformance with applicable copyright and all other relevant laws. Copied material must be properly attributed. Plagiarism of computer-based information is prohibited in the same way that plagiarism of any other protected work is prohibited.

**Integrity of Computing Resources**

Computer users must respect the integrity of all computer-based information resources.

- **Modification or Removal of Equipment** - Computer users must not attempt to modify, disconnect, or remove computer equipment, software, or other computing resources.

- **Unauthorized Use** - Computer users must not interfere with other user’s ability to use the District’s computing resources. This includes, but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of computing resources, equipment, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing resources, including, but not limited to equipment, software or computer files.

- **Unauthorized Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of any computing resource, or which damage the software or hardware components of any computing resource. Computer users must ensure that they do not use utilities or programs, that interfere with other computer users or that modify normally protected or restricted portions of any computing resource or other user’s accounts. The use of any unauthorized program, including data encryption programs, may result in progressive
disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

Unauthorized Access
Computer users may only access computers and other computing resources to which they are legitimately entitled. They must not seek to gain access to non-authorized computing resources and must not assist others in gaining unauthorized access to District computers or computing resources.

- Abuse of Computing Privileges - Users of District computing resources must not access computers, computer software, computer files, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, computer software, computer files, or network in question is owned by the District. Student network accounts must not be used to access office computers under any circumstance. Abuse of the networks to which the District belongs will be treated as an abuse of District computing resources.
- Reporting Problems - Any problems discovered with network performance or computer security must be reported promptly to the Information Services Department staff so that steps can be taken to investigate and resolve the problem. The same is true if you suspect your network account has been compromised in any way.
- Password Protection - No sharing of passwords to access District computing resources is allowed. Computer users are responsible to make sure that others do not use their network account or passwords for any reason. A password-protected screen saver is required on all office computers to minimize the risk that an unattended computer is used for unauthorized access to the network or other computing resources. A computer user who has been authorized to use a password-protected program or other computing resource may be subject to both civil and criminal liability if the user discloses the password or makes the computing resource available to others.

Usage
Computer users must respect the rights of other computer users. Attempts to circumvent security mechanisms in order to gain unauthorized access to the network or to another person’s information, or subvert computer or network security measures are a violation of District procedures and may also violate applicable law. Any activity that may negatively impact the operation of the network is prohibited and may be enforced by blocking particular web sites or Internet protocols. Users are responsible for all activities originating from their network accounts.

- Unlawful Messages - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other laws or any District policy, or which constitute the unauthorized release of confidential information. Access to various email and other communication systems and distribution lists may be restricted.
- Commercial Use - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions. Some District organizations may be authorized to sell items, according to the stated purpose of the organization(s). District computing resources must not be used by individuals for commercial purposes. Users also are reminded that “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those Internet domains.
- Information Belonging to Others - Users must not intentionally seek to obtain copies of computer-based information, or modify data files, programs, or passwords belonging to other users.
- Rights of Individuals - Users must not release any individual’s (students, faculty, administrators or staff) confidential information to anyone without proper authorization. No confidential information is to be
stored on any District owned mobile computing device or removable storage media, including notebook
computers, PDA devices, cellular phones, diskettes, CD/DVD discs, or USB flash drives.

- **User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or computer workstation.
- **Political Use** - The District is a public, non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters, therefore the District’s computing resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws.
- **Personal Use** - District computing resources must not be used for personal activities not related to appropriate District functions, except in a purely incidental manner. The appropriate administrator or supervisor will typically handle minor infractions of this section by District employees informally. The Chief Student Services Officer informally handles minor infractions by students.

**Nondiscrimination**
All users have the right to be free from any conduct connected with the use of the District’s network and computing resources that discriminates against any person. No user shall use the District’s network and computing resources to transmit any message, create any communication of any kind, or store information in any form which violates any District procedure or applicable law regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

**Disclosure**
The District reserves the right to monitor all use of the District’s network and computing resources to assure compliance with these procedures. Users should be aware that they have no expectation of privacy in the use of the District’s network and computing resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring the integrity, performance, and security of its computing resources.

- **Possibility of Disclosure** - Users should be aware of the possibility of unintended disclosure of electronic communications and other digital information stored on the District’s computers or computing resources.
- **Retrieval** - It is possible for information entered into or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.
- **Public Records** - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District’s network and computers must be disclosed if requested by a member of the public.
- **Litigation** - Computer transmissions may be discoverable in litigation.

**Dissemination And User Acknowledgment**
All users shall be provided with printed copies of these procedures and be directed to familiarize themselves with them.

Users shall sign and date the acknowledgment included in this procedure stating that they have read and understand these procedures, and will comply with them. This acknowledgment shall be in the form as follows:

**Computer and Network Use Agreement**
I have received a copy of the District’s Computer and Network Use Procedure (AP3270) dated April 12, 2006, and this Agreement. My signature below certifies that I have read and understand the guidelines for computer and network use. I agree to abide by the requirements stated in AP3270 for
the duration of my employment and/or enrollment. I am aware that violations of this Computer and Network Use Procedure may subject me to progressive disciplinary action, including but not limited to revocation of my network account, disciplinary suspension or expulsion from the College or termination from employment and/or civil or criminal prosecution.


Last Date of Approval: April 24, 2006

GRADE CHANGE
(Administrative Procedure 4231)

A grade change must be initiated within one year of the original grade posting. If a student wants to challenge or appeal a grade, it must be done through the Student Rights and Grievance process (AP 5530). All decisions of the appeal process are final and must be signed by the Chief Instructional Officer and the Division Chairs.

Changing Grades:
1. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The instructor must assign a grade to a student by the established Admission & Records deadline. This AP applies to an assigned grade of INCOMPLETE or under any of the following circumstances:
   a. Mistake: may include, but is not limited to, errors made by an instructor in calculating a student’s grade and/or clerical errors.
   b. Fraud: may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.
   c. Bad Faith: the conscious doing of wrong because of dishonest purpose.
   d. Incompetence: the lack of legal qualification for fitness.
2. In case of clerical error made by a staff member in Admissions and Records, authorized to enter or change grades, an appeal should be made to the instructor and/or Registrar.
3. The removal or change of an incorrect grade from a student’s record shall be pursuant to Education Code 76232 and AP 5530 that ensures the student shall be afforded an objective and reasonable review of his/her requested grade change.
4. Provisions shall be made to allow another faculty member to substitute for an instructor in the established review process under the following conditions:
   a. If the student has filed a discrimination complaint against the instructor who initially assigned the grade.
   b. If the instructor who assigned the grade cannot be contacted within 60 days of the requested grade change being filed by the student.
5. In the case of fraud, bad faith or incompetence, the final determination concerning removal or change of a grade will be made and signed off by the Chief Instructional Officer and the Division Chairs.
6. In all cases, the instructor who first awarded the grade will be given written notice of the change.

Security of Grade Records:
The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any
computerized grade data storage system. The measures implemented by the District shall include but not necessarily be limited to the following:

1. Password protection for all student grade data bases.

2. Locking mechanisms for all computer stations from which student grade data bases can be viewed.

3. Strict limits on the number of persons who are authorized to change student grades.

4. Persons authorized to change grades in the grade data system shall be designated by the Registrar. Only those designated employees of the District may be authorized to change grades. Student workers may not change grades at any time.

5. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Registrar immediately. The Registrar shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

6. If any student’s grade record is found to have been changed without proper authorization, the District will notify the following:
   a. The student
   b. The instructor who originally awarded the grade
   c. Any educational institution to which the student has transferred
   d. The accreditation agency
   e. Appropriate local law enforcement authorities

7. Whenever a grade is changed for any reason, and a student makes a request, the corrected transcripts will be sent to other educational institutions.

8. Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Reference: Education Code Sections 76224 and 76232; Title 5 Section 55025
Last Date of Approval: February 3, 2011

SPEECH, TIME, PLACE, MANNER
(Board Policy 5550)

Facilities within the Feather River Community College District are non-public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Superintendent/President shall enact such administrative procedures, as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as Free Speech areas, and the wearing of buttons, badges, or other insignia.
Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Reference: Education Code Section 76120
Last Date of Approval: June 19, 2003

Administrative Procedure (AP 5550)

The students of the District shall be permitted to exercise their rights of free expression subject to the time, place and manner, ascribing to the policies and procedures contained in the Board Policy 5550 and these procedures.

All areas of the District are non-public forums, except for designated areas generally available to students and the community, as follows:

- The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Grounds and facilities of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, athletic fields, or locker rooms.

The use of areas generally available to students and the community is subject to the following:

- Persons using areas generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas generally available to students and the community shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.
- No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
- To the extent that the college is committed to providing space, situations with extreme repeatability can be reviewed by the Office of Student Services.
All persons using the areas of the college generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students and the community. Material distributed in the areas generally available to students and the community that is discarded or dropped in or around the areas generally available to students and the community other than in an appropriate receptacle must be retrieved and removed or property discarded by those persons distributing the material prior to their departure from the areas generally available to students and the community that day.

**Posting:** Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. Postings may be put up with tacks or tape, but not with staples. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the removal date by the Chief Student Services Officer’s office. Materials displayed shall be removed after the posted removal date. Postings may be denied at the discretion of the Chief Student Services Officer’s office, particularly when postings may be in violation of policy.

*Reference: Education Code Sections 76120, 66301*

*Last Date of Approval: June 24, 2008*
ANIMALS ON CAMPUS
(Board Policy 6751)

Authority
Authority to regulate animals on the Feather River College Campus rests with the Governing Board of the Feather River College District under the provisions of Plumas County Code.

Policy
It is prohibited for any person to permit any pet or animal which is owned, harbored, or controlled by such person to be on the premises of the Feather River College campus, unless the animal is a guide dog for the blind, or a service dog in the company of its owner, or unless the animal is participating in a college approved instructional activity with permission from the Chief Instructional Officer and Director of Facilities. The Director of Facilities, acting as an agent of the president of the college shall establish and regulate administrative procedures regarding animals on campus as are necessary for the orderly operation of the College.

Reference: Plumas County Code Section 6-1.114
Last Date of Approval: October 18, 2007

Administrative Procedure (AP 6751)

Authority
The Director of Facilities, acting as an agent of the president of the college shall establish and regulate administrative procedures regarding animals on campus as are necessary for the orderly operation of the College.

Policies
It is prohibited for any person to permit any pet or animal which is owned, harbored, or controlled by such person to be on the premises of the Feather River College campus, unless the animal is a guide dog for the blind, or a service dog in the company of its owner, or unless the animal is participating in a college approved instructional activity with permission from the Chief Instructional Officer and Director of Facilities.

Horses are not allowed on lawns or athletic fields unless the horse is participating in a college approved instructional activity with permission from the Director of Facilities.

Damage caused by unauthorized activity of an animal on Feather River College is the responsibility of the rider or individual in control of the animal.

Enforcement
Nothing herein provided shall be construed as exempting any person from complying in a manner prescribed by the California State Code or the Ordinance of the County of Plumas while on or about the campus of Feather River College.
Employees designated by the Director of Facilities are authorized to enforce Feather River College Code regulations as provided herein through such administrative procedures and penalties as may be established by the District. Designated employees are empowered to issue citations.

It shall be unlawful to willfully fail or refuse to comply with any lawful order of any law enforcement officer or Feather River College employees designated by the Director of Facilities as authorized by to enforce these regulations.

The Feather River Community College District reserves the right to amend the animal regulations or restrictions at any time.

Schedule of Fees
6FRC No Dogs or Other Animals, Excluding Horses on Campus $ 25.00+ Damages
7FRC No Horses on Lawn or Athletic Fields $ 25.00 + Damages

Reference: Plumas County Code Section 6-1.114
Last Date of Approval: October 9, 2007

Service Animal Procedures and Guidelines
(Administrative Procedure 5140B)

I. Background
 Feather River College ("FRC") Board Policy addresses the college’s compliance with the Americans with Disabilities Act (the "ADA") and Section 504 of the Rehabilitation Act ("Section 504"). The following procedures implement this policy with regard to the use of service animals by qualified students with disabilities in District facilities and on District campuses.

The purpose of these guidelines and procedures is to ensure that qualified students with disabilities who have service animals can participate in and benefit from District services, programs, and activities, and to ensure that the District does not discriminate on the basis of disability as identified in Title II of the ADA and state antidiscrimination laws.

Service animals are animals trained to perform some of the functions and tasks that people with disabilities cannot perform for themselves. A service animal is: Any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. 28 CFR § 36.104 (definition from Title III of the ADA applicable to private entities).

While service animals have been traditionally identified as dogs, it should be noted that a variety of animals are used as service animals.

II. Primary College Contacts
Coordinator of Disabled Student Programs and Services (DSP&S), Director of Human Resources, and Chief Student Services Officer.
III. Definitions

a. **Access Animal:** An animal that does not meet the definition of “service animal.” The term access animal encompasses companion animals and therapy animals.

b. **Companion Animal:** An access animal used for its calming influence, affections, stability, or a feeling of security.

c. **Disability:** “A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.” 28 CFR § 35.104.

d. **Handler:** A person who works with a service animal but is not the person the service animal serves (usually a trainer).

e. **Partner:** A person with a disability who uses a service animal or access animal.

f. **Service Animal:** An animal individually trained to perform specific tasks, like those described in Section III.g., for the benefit of a person with a disability. It is not a pet.

g. **Service Animal Tasks:** A service animal may be trained to perform a variety of services depending on the nature of the disability. Examples include, but are not limited to:
   - For someone with a visual impairment: obstacle avoidance, signaling changes in elevation, and locating objects.
   - For someone with a hearing impairment: alerting to specific sounds and other tasks such as retrieve unheard dropped objects.
   - For someone with mobility or other health impairment: retrieving, carrying, tugging, pulling, bracing, and calling for emergency help.
   - For someone with a seizure disorder: tasks supporting an individual before, during, and after a seizure.
   - For someone with autism: tasks may include alerting the individual of distracting repetitive movements.

h. **Team:** A person with a disability, or a handler, and a service animal. The two work as a cohesive team in accomplishing the tasks of everyday living.

i. **Therapy Animal:** An access animal used as therapy for various mental health issues.

j. **Trainee:** An animal being trained to become a service animal. It has the same rights as a fully trained dog when accompanied by a trainer and identified as such.

IV. General Rule Regarding Service Animals

As a general rule, FRC will modify policies, practices, and procedures to permit the use of a service animal by an individual with a disability. When appropriate, students may be issued documentation verifying that the animal is a service animal to be used at FRC.

V. Restrictions/Areas of Safety

FRC imposes some restrictions on service animals for safety reasons. Restrictions may include but are not limited to nursing and health sciences program practicums, food services programs, rooms with heavy machinery, custodial closets, areas where protective clothing is required, or areas that can pose a safety risk to the animal. Restrictions are considered individually to determine if the animal poses a possible danger or could be in possible danger and to determine if other reasonable accommodations can be provided to assure the student equal access to the activity. Questions about restrictions on service animals should be directed to the DSP&S.

VI. Responsibilities of Individuals Using Service Animals or Access Animals

An individual with a service animal or access animal is responsible for the following:

a. Ensuring that the animal meets any licensing requirements of the state of California. (The animal must be immunized against diseases common to that type of animal. Dogs are required to wear an owner identification tag, a current rabies tag, and a dog license tag at all times.)

b. Ensuring that the animal is on a leash at all times.
c. Controlling the animal at all times. The care and supervision of an animal is solely the responsibility of its partner/handler.

d. Ensuring that all city ordinances or other laws regarding cleaning up after the animal defecates are followed. Individuals with disabilities who physically cannot clean up after their own service animals are not be required to pick up and dispose of feces. However, these individuals should use marked service animal toileting areas where provided.

e. Ensuring that the animal behaves properly in public settings. The animal must:
   - Not be allowed to sniff people, restaurant tables, or the personal belongings of others.
   - Not initiate contact with someone without the handler’s direct permission.
   - Not display any disruptive or aggressive behaviors or noises (such as barking, whining, growling or rubbing against people).
   - Not block an aisle or passageway.
   - Not be more than twelve inches from the handler or partner.
   - Not be attracted to food that may be in the area.

f. Ensuring that the animal is in good health. If the animal becomes ill, the partner/handler must remove it from the area and College staff may require it to leave.

g. Complying with FRC’s Code of Student Conduct.

FRC may exclude a service animal or access animal from all or part of its property if a partner/handler fails to comply with these restrictions in a manner fundamentally alters the nature of FRC’s programs or services, or poses a threat to the health or safety of others.

VII. Requirements for Faculty, Staff and Students

Members of the FRC community are responsible for the following:

a. Allowing service animals to accompany the partner/handler at all times and everywhere on campus except where animals are specifically prohibited.

b. Not distracting a service animal in any way. Do not pet, feed, or deliberately startle the animal.

c. Not separating a partner/handler from a service animal.

FRC may take disciplinary action against a student who fails to abide by these guidelines.

VIII. Temporary Exclusion of Service Animals and Access Animals

A community member may request the exclusion of a service animal or access animal if he or she believes the partner/handler is not complying with the responsibilities in Section VI. Such a request should be made to the DSP&S or Campus Safety.

In response to a request, an employee from the DSP&S or Campus Safety will:

a. Inform the partner/handler of the reason that the animal is being asked to leave campus, investigate the appropriateness of the request, and determine whether the animal should be excluded from campus.

b. If the DSP&S employee or Campus Safety Officer determines the animal should be excluded
   1. He or she must inform the student that the campus Chief Student Services Officer must be contacted before the animal may return to campus.
   2. He or she must report the incident in writing to the campus Chief Student Services Officer with a copy to the College’s ADA Coordinator at the earliest opportunity.

c. In the event of an emergency involving a service animal or access animal, the campus Chief Student Services Officer, the College’s ADA Coordinator, and DSP&S staff will consult and work together with the student to resolve the situation.

An individual who does not agree with the resolution may file a complaint or grievance following the College’s Grievance Procedures.
IX. Conflicting Disabilities
Students with medical issues that are impacted by animals (such as respiratory diseases) should contact the DSP&S if they have a concern about exposure to a service animal or access animal. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation and must comply with all DSP&S procedures.

DSP&S will then facilitate a process to resolve the conflict that considers the conflicting needs/accommodations of all persons involved.

X. Clarifying an Animal’s Status
In many cases it is easy to discern whether or not an animal is a service animal by observing the animal’s harness, cape, or backpack, or the partner’s disability. However, in other cases, an animal may only have a leash or the partner’s disability is not visible. Therefore, it may be appropriate to ask the partner whether or not the animal is a service animal and FRC does not consider a legitimate inquiry about whether an animal is or is not a service animal as a violation of policy. Other questions regarding the status of a service animal should be referred to the DSP&S.

XI. Emergency Situations
Emergency Response Teams ("ERTs") should be trained to recognize service animals and access animals and to be aware that animals may try to communicate the need for help. Also, an animal may become disoriented from the smell of smoke in a fire or laboratory emergency, or from sirens, wind noise, or shaking and moving ground. A partner and/or animal may be confused from any stressful situation. ERTs should be aware that animals may be trying to be protective and, in its confusion, should not to be considered harmful. ERTs should make every effort to keep a service animal with its partner; however, the ERTs' first effort should be toward the partner, which may result in the animal being left behind in some emergency evacuation situations.

XII. Access Animals
Access animals may be authorized as an effective accommodation on a case-by-case basis through consultation with DSP&S. Decisions by the DSP&S will be made in a manner consistent with Section 504, the ADA, and local laws regarding disabled persons. Qualified students will be provided with documentation verifying that the animal is an access animal to be used at FRC on a quarterly basis.

Last Date of Approval: September 11, 2007

CHILDREN ON CAMPUS
(Administrative Procedure 3519)

Introduction
Children are welcome on Feather River College (FRC) campuses and properties in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. This policy outlines the College's approach to ensuring that reasonable steps are taken to protect the study and work environment of the College, and the health, safety, and liability issues associated with children on FRC properties.

Scope
This procedure applies to children under the age of 16 who are not officially enrolled in classes or employed by the College. This procedure does not apply to organized activities such as attending a registered child care facility, after-school care activities, school field trips, and approved programs including, but not limited to, athletic events, theater productions, art programs, and other events targeted to children.
Students under the age of 16 who are officially enrolled have the same rights, responsibilities and privileges of any other student in the classroom and on college properties.

Application
The College seeks to provide an environment which is conducive to study and work. Children must be actively supervised by their parent, guardian, or responsible adult at all times when they are on college properties. (See “Responsibilities of FRC Staff and Instructors,” in this administrative procedure.)

Unaccompanied Children
Due to safety and liability issues, except as otherwise defined in this procedure, under no circumstances may unsupervised children be on college properties, including playing, roaming, and occupying campus grounds or buildings. Any College employee who finds an unaccompanied child on college properties should inform Campus Safety of the location of the child.

Restricted Areas
Children (as defined under “Scope” in this procedure) are not allowed in areas where their presence is disruptive or where health, safety, and liability risks are identified:

- Testing centers
- Classrooms (Allowed only with instructor permission when the instructor determines that the presence of the child is suitable and acceptable to all students in the classroom)
- Laboratories and laboratory preparation areas
- Scientific, technical and maintenance work spaces
- Fine or performing arts work spaces or studios
- Areas that contain hazardous chemicals, machinery or equipment
- Commercial kitchens and other food preparation areas
- Gymnasiums and exercise areas
- Library

Other areas may be identified as unsuitable for children as a result of a risk assessment and supervisors of the respective areas are required to inform staff and students of requirements or restrictions.

FRC Transportation Services
Children are not permitted as passengers in any form of District transportation unless they are registered in the class or program (i.e. Upward Bound or Educational Talent Search) for which the transportation is being used, including but not limited to golf carts, college vans, maintenance trucks, and buses. Children involved in field trips through Child Development Center enrollment are required to meet all federal and state child restraint regulations when riding in college vans.

All persons participating in a District-sponsored field trip or excursion must be one of the following: currently enrolled student, an authorized District employee, District contractor, or a volunteer (who has an approved volunteer form on file with the Human Resources Office). Staff may be authorized to travel for the following purposes: field trips and athletic events involving students, District business trips, conferences and professional meetings, and trips authorized by the administration. (See AP 4300 Field Trips and Excursions)

Responsibility of the College
- To provide an environment conducive to study and work for all students, staff and visitors.
- To provide a healthy and safe study and work environment for all students, staff and visitors and to comply with legislative requirements.
• To take reasonable steps to assist students, staff and visitors who may have special needs to enable access to facilities and services.

Responsibilities of People Bringing Children into the College
• To take reasonable steps to safeguard the health and safety of the children in their care while on college properties.
• To consider the potential risk to the health and safety of others that may come with bringing children into the College environment and to take reasonable steps to safeguard against those risks.
• To be responsible for the behavior of the children in their care, so as not to disrupt, inconvenience or endanger staff, students or other visitors.

Responsibilities of FRC Staff and Instructors:
To direct removal of a child in accordance with this policy if:
• The child’s health or safety is at risk;
• The child is presenting a health, safety or liability risk to property or others;
• The child’s behavior is causing undue disruption to the work of students or staff; or
• The presence of a child is unsuitable.

Instructors are responsible to direct the removal of children from their classroom. In the case of public areas, any member of staff on duty has the authority to direct that children be removed from the area.

Students who wish to appeal a specific situation, or who fail to comply, may follow the Code of Student Conduct hearing process as outlined in the FRC Student Rights and Responsibilities Handbook.

Staff and Instructors are not permitted to have their children at work with them while the employee is on work-time. Exceptions may be granted by the employee’s supervisor, but an exception shall not result in regular practice.

Last Date of Approval: March 5, 2009

DRUG FREE ENVIRONMENT
AND DRUG PREVENTION PROGRAM
(Board Policy 3550)

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President shall assure that students attending the college are made aware of the Drug Free Schools and Communities Act Amendments of 1989 through District publications, website, and other appropriate means. The Superintendent/President will assure that District complies with other requirements of the Act.
Last Date of Approval: May 22, 2003

Administrative Procedure (AP 3550)

Feather River Community College District, by virtue of this policy, commits to the adoption, implementation, and enforcement of Drug Free Schools and Communities Act, 20 U.S.C. Section 114g and 34 C.F.R. Section 86.1 et seq. and Drug Free Workplace Act of 1988, 41 U.S.C. Section 702.

Feather River College is committed to the intellectual growth, personal development, and healthy mind and body of every member of the College community. To this end, this policy applies to every aspect of District-wide employment and its' educational programs in an effort to provide a drug-free learning environment. It shall be the responsibility of the governing Board and the Superintendent/President/Designee to ensure effective implementation and support of the policy.

Feather River College also offers referral services through our Counseling and Health Services departments as well as chemical dependency treatments and support through Human Behavior Associates (800) 937-7770. Local drug and alcohol dependency treatment is available through Plumas County Drug and Alcohol department and the Plumas County Health Department.

Prohibition of Drugs
The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the district.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Policy Statement
It is the purpose of the Governing Board by this policy and policy statement to implement the provisions of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), which requires federal contract/grant recipients to provide a drug-free campus.

The Superintendent/President/Designee shall:

1. Distribute the following policy statement annually to all employees and students:

The Feather River Community College District recognizes the potential dangers of drug and alcohol abuse in an educational environment. Such abuse increases safety risks to employees and students or other responsibilities involving the health and welfare of District students and personnel. Additional dangers of drug and alcohol abuse may include a loss of efficiency to the District and an additional burden on co-workers and co-students who must accommodate the absences or inefficiency of an impaired employee or peer.
You are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in Schedules I-V of section 202 of the Controlled Substances Act (21 U.S.C.812), or unlawful use of alcohol, is prohibited on Campus and at College-sponsored activities.

You are further notified that, as a condition of your continued employment and/or enrollment, you are expected to abide by the terms of this policy statement, and must notify the District of any criminal drug or alcohol conviction (including a plea of nolo contendere), occurring on the Campus or at a College sponsored activity. Said notice shall be delivered to the Superintendent/President/Designee no later than five (5) days after such conviction. Once said notice is delivered, the District will then have the responsibility to notify the federal contractor or agencies within. 10 days of receiving notice of such conviction.

The District will then take appropriate action to provide support or additional corrective actions, from counseling or referral and treatment up to dismissal/expulsion for any employee/student found to have violated the provisions of this statement.

2. Establish the Following:
   a. A drug awareness program to inform employees and students about the requirement of the Drug-Free Schools and Communities Act and inform the employees and students about the dangers of drug and alcohol abuse in the College community and the assistance which is available to them for rehabilitation purposes

   The District may impose on its employees and students who violate this policy penalties which will vary from corrective action up to and including dismissal and/or expulsion. At the discretion of the District, an employee/student may be required to satisfactorily participate in an established assistance program.

   b. Conduct a biennial review of the Policy and Programs to determine their effectiveness and implement changes if needed; and ensure that sanctions are consistently enforced.

   Last Date of Approval: March 16, 2005

   PARKING
   (Board Policy 6750)

   The Director of Facilities, acting as an agent of the president of the college shall establish and regulate administrative procedures regarding parking on campus as are necessary for the orderly operation of the College.

   Authority to regulate traffic and parking on the Feather River College Campus rests with the Governing Board of the Feather River College District under the provisions of the California State Vehicle Code. Division 11, Chapter 1, Article 3, Section 21113, which states, in part:

   (a) No person shall drive any vehicle or animal, nor shall any person stop, park, or leave standing any vehicle or animal, whether standing attended or unattended, upon the driveways, paths, or the grounds of any public school, state university, state college, county, hospital district, or municipal institution or building, or any educational institution exempted in whole or in part from taxation, except with the
permission of, and upon and subject to such conditions and regulations as may be imposed by the
governing board.

(b) Every governing board or officer shall erect or place appropriate signs giving notice of any special
conditions or regulations that are imposed under this section and every board or officer shall also
prepare and keep available at the principal administrative office of the board or officer, for examination
by all interested persons, a written statement of all such special conditions and regulations adopted
under this section.

(c) When any governing board or officer permits public traffic upon the driveways, paths, or grounds under
their control then, in the absence of any special condition or regulations applicable to the traffic, all the
provisions of this code relating to traffic upon the highways shall be applicable to the traffic upon the
driveways, paths, or grounds.

Authority to collect parking fees on the Feather River College Campus rests with the Governing Board of the
Feather River College District under the provisions of the California State Education Code Section 76360.

The Feather River Community College District may require students in attendance and employees of the district
to pay a fee, in an amount not to exceed the current approved fee schedule, for parking services. The fee shall
only be required of students and employees using parking services and shall not exceed the actual cost of
providing parking services.

Reference: FRC Board Policy 7.2.06; California State Vehicle Code. Division 11, Chapter 1, Article 3, Section 21113:
California State Education Code Section 76360
Last Date of Approval: October 18, 2007

Administrative Procedure (AP 6750)

Authority
The Director of Facilities, acting as an agent of the president of the college shall establish and regulate
administrative procedures regarding parking on campus as necessary. The Facilities Committee shall serve as an
advisory body to the district regarding traffic and parking issues.

General Conditions
Exemptions to Certain Vehicles: The provisions of this code regulating the operation, parking, and standing of
vehicles shall not apply to any vehicle of the police, fire department of the State or County, public utility or
private ambulance qualifying as an emergency vehicle responding to an emergency call. Feather River College
District vehicles shall be exempt when the operation of said vehicle is necessary to proper campus maintenance
or emergency situations. The foregoing exemptions shall not protect the driver of any such vehicle from the
consequence of his willful disregard for the safety of others.

In the absence of any special condition or regulation applicable to traffic, all provisions of the California State
Vehicle Code relating to traffic upon the highways shall be applicable to the traffic upon the driveways, paths, or
grounds of the campus.

Obedience to Official Traffic Control Devices: It shall be unlawful to fail to obey any sign or signal erected or
maintained to indicate and carry out the provisions of the Code.
Maximum Speed on Campus: No person shall operate a motor vehicle within the campus in excess of fifteen (15) miles per hour, except where otherwise posted.

Citation # FRC-5. Bicycles, Motorcycles, Skateboards: Use of any non-district vehicles (including skateboards, roller skates, bicycles, and motorcycles) on campus paths and walkways is prohibited.

Citation # FRC-9. Misuse of Horn: No horn may be used on campus except in accordance with California Vehicle Section 27001.

Citation # FRC-10. Vehicle Public Disturbance: Vehicles may not be operated on campus in such a manner that their noise becomes a public disturbance.

Citation # FRC-11. Off-Road Operation: All vehicles must remain on main roadways. No hill climbing or other off-road operation of a vehicle will be permitted.

Parking Regulations
All users (students and employees) of the parking facilities of Feather River College are required to pay a parking permit fee on a semester or annual basis. This includes any student or employee with a state issued disabled placard. Fees shall be set by action of the Board of Trustees. The only individuals exempt from these fees are Board Members and members of the community serving on college advisory committees. Board members, volunteer employees and advisory committee members shall be issued one Long-Term Parking Permit, available from the facilities’ department. Short-term and extended-term visitor parking passes shall be exempt from parking permit fees. Short-term and long-term visitor parking permits are available from the Switchboard.

Students, the public, and visitors are prohibited from parking in restricted spaces designated for staff, the college president, handicapped persons, or other restricted designations. Permits for use of restricted parking are available for individuals meeting specific criteria. These special event parking passes are available to students and employees from the facilities office for their special event needs. These passes will spell out the location and the duration for which parking is available.

The District/College provides parking facilities for vehicles for the sole purpose of conducting college business. The District/College does not take custody of vehicles and only provides space.

The District/College does not sell parking spaces, only permits to park subject to availability of the spaces.

Full Time Tenure Track Faculty members are issued one parking pass for use in designated faculty parking areas and may park in the designated area at any time. All other faculty members are issued a parking pass and may park in the designated areas after 3:00 p.m.

Responsibility of the Owner of Vehicle or Property: Parking of vehicles on District property is at the risk of the owner. No responsibility is assumed for fire, theft, damage, or loss to vehicles, their occupants or contents while on District/College property.

Citation # FRC-13. Valid Parking Permit: Student’s and employee’s vehicles parked on campus must display a valid Feather River College parking permit.

Citation # FRC-15. Reserved Parking Areas: It shall be unlawful for any person to drive or park a motor vehicle in a reserved parking area without a proper permit and authorization for the parking space.
Citation # FRC-16. Parking in Driveways and Service Drives: No person shall park and leave standing a motor vehicle in any driveway or service drive except for service or delivery as required for the college.

Citation # FRC-17. Parking Other Than in Designated Space: No person shall park a motor vehicle in an area other than a designated space.

Citation # FRC-18. Driving or Parking on Lawns, Pathways, Athletic Fields, and Landscaped areas: No driving or parking is permitted on the sides of roads, walkways, paths, lawns, athletic fields, or other landscaped areas without specific authorization and written permit.

Citation # FRC-19. Parking Near Fire Hydrant: No person shall park a vehicle within 15 feet of a fire hydrant.

Citation # FRC-20. Double Parking: No person shall double park a vehicle except under medical emergency situations.

Citation # FRC-21. Disabled Parking: No person shall park in a designated handicap parking space other than disabled students, visitors and employees with a valid disabled person parking placard issued by California Department of Motor Vehicles. (placard or permit must be displayed).

Citation # FRC-22. Parallel Parking: Parallel parking must be with right side wheels within 18 inches of the curb and vertical parking within parking stall markings.

Parking of Vehicles on the Upper Campus is permitted as follows:
Visitors or employees with parking permits issued by the District. Restrictions stated on permits must be obeyed (permit must be displayed).

Disabled students, visitors, and employees with a valid disabled-person parking placard issued by California Department of Motor Vehicles. (placard or permit must be displayed).

Citation # FRC-23: Students and staff may park in available visitor parking for 15 minutes to check mail or drop off paperwork. Student may not park to attend class no matter what the expected length of the class is.

Curb Markings
Citation # FRC-24. Red Curbs: Shall mean no stopping, standing, or parking at any time except as permitted by the Vehicle Code of the State, and except that a bus may stop in a red zone marked or signed as a bus zone.

Citation # FRC-25. Yellow Curbs: Shall mean no stopping, standing, or parking at any time between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays for any purpose other than the loading or unloading of passengers or materials. The loading or unloading of passengers shall not consume more than three (3) minutes nor the loading or unloading of materials more than twenty (20) minutes.

Enforcement of Vehicle Use and Parking Regulations
Nothing herein provided shall be construed as exempting any person from operating vehicles in a manner prescribed by the California State Vehicle Code or the Ordinance of the County of Plumas while operating said vehicles on or about the campus of Feather River College.

A complete copy of this policy shall be made available in the Facilities Office, Safety Office, and Business Office for examination by all interested person, and a copy shall be posted on the FRC Safety Web Site.
Employees designated by the Director of Facilities are authorized to enforce Feather River College Parking and Traffic Code regulations as provided herein through such administrative procedures and penalties as may be established by the District. Designated employees are empowered to issue parking citations.

Citation # FRC-26: Obedience to Persons Authorized to Enforce: It shall be unlawful to willfully fail or refuse to comply with any lawful order of any law enforcement officer or Feather River College employees designated by the Director of Facilities as authorized to enforce these regulations.

Citation # FRC-27: Vandalism of School Property: No person shall, at any time, or for any reason, cause damage to or alter school property.

Citation # FRC-28: Overnight Parking/Camping: Vehicles parked or people camping on the campus between the hours of 10:30 p.m. and 5:00 a.m. are subject to citation and/or removal except as:

- Specifically authorized by the president of the college, Director of Facilities, or Safety Officer.
- Part of organized field trip or athletic outing.

Citation # FRC-29: Improper Or Unlawful Use Of Parking Permit: No individual shall use or place on a vehicle a pass or permit that has been issued to another individual.

Distribution of Parking Permits/Pass
The distribution of parking permits is under the authority of the Director of Facilities. Student’s parking permits may be purchased during registration at Admissions and Records. The employee’s parking permits are purchased and received through the business office through one of the following methods:

- One time cash/check/money order payment
- Monthly payroll deductions; total fee split over annual work period
- One time payroll deduction; entire fee deducted from September payroll warrant

There may be a charge or deposit required for the use of a pass. The misuse of parking permits will result in loss of privilege. Charges for use of parking permits are as follows:

Faculty Parking Permit/Pass:
No charge for the first tag. The second (or more) is as listed in the fee schedule. It is the responsibility of the permit holder if permit is lost, stolen, or damaged.

Long-term Parking Permit/Pass:
No Charge.

Reservations and Annulments
The Feather River Community College District reserves the right to amend the parking regulations or restrictions at any time. Parking on the facilities is a privilege, not a right, and is subject to the rules and regulations as prescribed by District policies and procedures.

Definitions
The words and phrases used in this Code shall have the meanings ascribed to them in this section. Whenever any words or phrases used in this Code are not defined herein, but are now or hereafter defined in the California State Vehicle Code, such definitions are incorporated herein and shall be deemed to apply to this policy.

Visitor: Any person who is on the campus and who is not a Board Member, student, or employee of the College or the District (Must obtain an authorized visitor’s parking permit).
**Visitor’s Vehicle:** Any vehicle driven by a visitor.

**Visitor’s Parking:** Visitor may park in:
Any unrestricted parking space used for parking on college campus or restricted visitor parking areas (With valid permit displayed through the front window of the visitor’s vehicle).

**Service Drive:** Designed driveways or space adjacent to a curb reserved for the exclusive use of vehicles while being used for service or maintenance for college purposes.

**Schedule of Fees (Parking and Related Issues)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5FRC</td>
<td>MOTOR CYCLE, MOTOR BIKE, BICYCLE PARKED IN RESTRICTED AREA</td>
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</tr>
<tr>
<td>13FRC</td>
<td>VALID PARKING PERMIT NOT DISPLAYED</td>
<td>$25.00</td>
</tr>
<tr>
<td>15FRC</td>
<td>RESERVED PARKING ONLY</td>
<td>$25.00</td>
</tr>
<tr>
<td>16FRC</td>
<td>MOTOR VEHICLE PARKED IN DRIVEWAY OR SERVICE DRIVE</td>
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</tr>
<tr>
<td>17FRC</td>
<td>PARKING OTHER THAN IN DESIGNATED SPACE</td>
<td>$25.00</td>
</tr>
<tr>
<td>18FRC</td>
<td>MOTOR VEHICLE PARKED ON LAWN OR ATHLETIC FIELDS</td>
<td>$25.00</td>
</tr>
<tr>
<td>19FRC</td>
<td>PARKING WITHIN 15 FEET OF A FIRE HYDRANT</td>
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</tr>
<tr>
<td>20FRC</td>
<td>DOUBLE PARKING</td>
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</tr>
<tr>
<td>21FRC</td>
<td>PARKING IN HANDICAPPED AREA</td>
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</tr>
<tr>
<td>22FRC</td>
<td>PARALLEL PARKED VEHICLES MUST BE WITHIN 18” OF CURB</td>
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</tr>
<tr>
<td>23FRC</td>
<td>PARKING OVERTIME</td>
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</tr>
<tr>
<td>24FRC</td>
<td>PARKING IN RED ZONE</td>
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<td>25FRC</td>
<td>PARKING IN YELLOW ZONE</td>
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<td>27FRC</td>
<td>VANDALISM OF SCHOOL PROPERTY</td>
<td>$25.00 + Damages</td>
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<td>28FRC</td>
<td>UNAUTHORIZED OVERNIGHT PARKING</td>
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<tr>
<td>29FRC</td>
<td>IMPROPER OR UNLAWFUL USE OF PARKING PERMIT</td>
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</table>

*Fines for Parking Violations shall be paid in the Business Office

Reference: Education Code Section 76360; Vehicle Code Section 21113
Last Date of Approval: October 1, 2009

**SMOKING ON CAMPUS**
*(Board Policy 3570)*

In the interest of promoting the comfort, health, and well-being of all students, staff, and visitors, and to maintain the safety of District facilities, it is the policy of Feather River College District to prohibit smoking in the District facilities and vehicles, in the proximity of entrances, exits and operable windows: and on pedestrian pathways. The purpose of this policy is to prohibit:

1. Smoking within buildings and vehicles
2. Smoke drifting into buildings
3. Pedestrians being forced to walk through smoke.

The Facilities Committee will designate specific non-smoking or smoking area(s) on college property as a recommendation to the Superintendent President, who will make the final determination on the location of smoking area(s).

Reference: Government Code Sections 7596-7598
Administrative Procedure (AP 3570)

Smoking is prohibited in all buildings on campus and all college owned vehicles. Smoking is prohibited within 20 feet of any entrance, exit and operable window. Ashtrays are provided in area recommended by the Facilities Committee by contacting the Director of Facilities. Concerns about smoke and/or the use of tobacco-related products on campus should be directed to the college Safety Committee.

Reference: Government Code Section 7597
Last Date of Approval: September 13, 2004

WEAPONS ON CAMPUS
(Board Policy 3530)

Firearms or other weapons shall be prohibited on any property under jurisdiction of the District or in any facility of the District except for activities conducted under the direction of District employees as authorized by an official law enforcement agency.

Reference: Penal Code Section 626.7
Last Date of Approval: May 22, 2003

Administrative Procedure (AP 3530)

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or at any District center, or in any facility of the District.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Director of Human Resources or the Campus Safety Officer before taking place.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Director of Facilities or the Campus Safety Officer.

The possession of any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches is prohibited on any college owned property except under the following circumstances: the person is authorized to possess such a weapon in the course of his or her employment; or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Reference: Penal Code Section 626.7
Last Date of Approval: May 15, 2006