



Student Services Council Meeting
 Wednesday, Feb 19, 2020
 9:00 AM • Room 2314
 Minutes

Committee Members Present					
	Nancy Berkey	X	John Yu	X	Buffy Tanner
X	Sharon Brisolarara	X	Sandra Hamilton-Slane	X	Jennifer McCandless
X	Tina Duenas		Sue Huizinga		
	Nadia Elwood	X	Tim Johnston		

District / Division Goals

Goal 1: Increase First-Year Persistence by 2%
Goal 2: Increase Completion Rate by 2%
Goal 3: Increase completion efficiency by 1%

Goal 4: Increase course success by 1%
Goal 5: Improved through-put

Focus Areas: To increase the number of credentials awarded and the number of students transferring to UC/CSU and decrease the number of accumulated units:

- o Improve access from application to registration
- o Implement Automated Student Education Planning
- o Expand Shasta Summit early alert
- o Increase number of ADTs, BA, Certificates, transfer
- o Promote transfer pathways with K-12 partners
- o Improve access to existing on-line student support through SARS Zoom and the online orientation.

1. Approval of Minutes

- a) Feb. 5, 2020: Sandra Hamilton-Slane motioned and Tina Duenas seconded to approve the minutes. All in favor; Jennifer McCandless abstained.

2. Action Agenda

- a) Board Policies / Administrative Procedures – Second Reading
- b) Sharon Brisolarara motioned to consider all second readings as a group, Buffy Tanner seconded.
 - 1) AP 4100 Graduation Requirements for Degrees and Certificates
 - 1. So far, a small number of students have opted-out of automatic degrees.
 - 2. “In-residence” means that a student must take 12 units at Shasta College.
 - 3. Academic Senate removed cap of transfer credits, but is still keeping the 12 units in-residence requirement.
 - 4. All in favor to move forward, none abstained. The AP will go to Academic Senate.
 - 2) BP 5500 Standards of Student Conduct
 - 1. Reminder: The CCLC recommended keeping the language in the BP, so the code of conduct has more power because it is coming from the Board of Trustees.
 - 2. Lonnie Seay from Campus Safety has provided input and recommendations in the current version.

3. All in favor to move forward, none abstained.
- 3) AP 5500 Standards of Student Conduct
1. The Council requested a full review to ensure the removal of “his/her” from the AP.
 2. All in favor with changes listed, none abstained. The AP will go to Academic Senate.
- 4) BP 5520 Student Discipline
1. The Council recommends deletion because it is a local policy with no CCLC guidance.
 2. All in favor of deletion, none abstained.
- 5) AP 5520 Student Discipline
1. The council discussed “right” versus “requirement” wording.
 - a. Tina Duenas stated that in CCLC language required utilization of a students’ “right” to be heard, but that it was not a requirement; however, students may still have a hold placed on their account if they do not show up to the meeting with the Discipline Officer.
 2. All in favor to move forward, none abstained.
- 6) BP 5530 Student Rights and Grievances
1. The Council recommends deletion because it is a local policy with no CCLC guidance.
 2. All in favor of deletion, none abstained.
- 7) AP 5530 Student Rights and Grievances
1. The AP has been reviewed by Greg Smith and Lonnie Seay.
 2. Current practice is listed within the AP, even with the knowledge that the model may be updated to reflect a hearing panel.
 3. Student’s rights and grievances have also been included in the PACE/DSPPS BP/AP 5140. Sandra Hamilton-Slane has requested that we review BP/AP-5140 to ensure the language matches AP 5530.
 4. All in favor of moving forward, none abstained.
- c) Board Policies / Administrative Procedures – First Reading
- 1) BP 5610 Voter Registration
1. The Council recommends deletion because it is a local policy with no CCLC guidance.
- 2) AP 5610 Voter Registration
1. Current AP language is based on Education Code because we are ahead of any CCLC guidance.
 2. A Civic and Voter Empowerment Action Plan is due by December 30th, 2020.
 3. Will Breitbach has agreed to distribute Voter Registration cards through his department.
 4. The plan is also to provide a website presence.
 5. Method and timeframes for dispersing the information are very specific in the education code.
- 3) BP 5700 Intercollegiate Athletics
1. The BP has been reviewed by Mike Mari and the bulk of the language was moved into the corresponding AP.
- 4) AP 5700 Intercollegiate Athletics
1. Mike Mari had a few edits to include, but no major changes.
- 5) BP 5110 Counseling
1. Counseling Department has reviewed the BP/AP.
 2. Counselors feel like Counseling and Advising are two distinct roles.
- 6) AP 5110 Counseling
1. Question: Does Shasta College provide Career Counseling in our current model? Shasta College has counselors assigned to? academic division and has four different counselors who are assigned to career exploration. Counseling office check-in and the online orientation will direct students to the appropriate counselors if a student expresses that they are exploring careers. The future goal is to create a robust and dedicated Career Center.
 2. Jennifer McCandless attended a Career Guided Pathway discussion and has interest in having a future discussion about Career Counseling/Center.
 3. Question: Tina Duenas asked if we should let students know that we have this option and direct them to the Counseling office? Students are welcomed to be directed to the counseling office.
 4. Question: Sharon Brisolaro asked if there has been any move within curriculum in regards to the “Get Focused...Stay Focused” movement. It seems that the movement is

geared toward high school; however, some colleges are offering freshman courses. Tina requested a link to more information and Sharon said that she would send the link.

3. Discussion Agenda

a) Guided Pathways – Implementation Report

- 1) The program used to be focused exclusively on the “student experience”, but research is finding out that it should be a Shasta College experience?
- 2) The Guided Pathways Team found that students really want a job at the end of their path.
- 3) The following focus will be on the emerging aspect of each guided pathway pillar.

4) Pillar 1:

1. The Rise Project group did an analysis for common course offerings and put them into meta-majors. Some are very obvious, like “agriculture and applied trades”, but moving to the liberal arts it gets very complicated and unclear.
 - a. Six meta-majors were identified by faculty during spring 2020 flex-day. The hope is to have all meta-majors fully identified by summer and fall 2020.
2. The group stated that it is important to offer a class when we state it will be offered. Hopefully the new Ad Astra scheduling software will help with planning.
 - a. Jan Krewson, Courtney Vigna and Carlos Reyes just went to a training for Ad Astra, but the timeframe for when it will be pushed live is unknown. The current plan is for a campus wide implementation.
 - b. Dr. Frank Nigro has also asked for General Education classes to be included.
3. Another team led by Buffy Tanner, Leading-From-the-Middle, will be traveling to gain knowledge about Data Coaching. The idea is to help with communicating data to the campus community in a way that is understandable.
4. Becky McCall stated that the new website is planning to be released in summer 2020. The company we contracted has built the infrastructure and is transferring over content.

5) Pillar 2:

1. Expand career counseling/coaching.
2. Dedicate time to under-prepared and undecided students.
3. MyShasta – visibility of support courses and sections with Supplemental Instruction.
4. Refreshed website, see above comment.

6) Pillar 3:

1. Forty-five faculty signed up to participate the Shasta College Persistence Project, which was more than expected for the first semester.
2. Anyone can go to the workshops sponsored by the Persistence Project team.
 - a. Workshops are also listed on News2Muse and Canvas.
3. Student Education Planning Tool.
4. Shasta Summit.
 - a. Interest is fluctuating among faculty. Faculty are interested but not reaching out to Michelle Fairchild. The idea for a possible group training for flex-day was raised. Michelle Fairchild provided information during flex-day as well as her schedule, so that instructors can reserve training. Michelle Fairchild may need further support in order to pull in faculty.
5. Course Scheduling/Enrollment Management.
 - a. Parameters for hours when classes can be offered, is it a campus wide thing or is it going to be up to instructors? We cannot keep classes limited between 9:00am-2:00pm. Discussion is on-going.

7) Pillar 4:

1. Expand regional and on-campus professional development for faculty.
 - a. A group of faculty will be taking a year-long course to help bring focus to this topic.
 - i. One intent is to make Shasta College a hub in which we can invite other north State campuses.
 - b. Leading-From-the-Middle team is going to be hosting a training for other campuses, via Zoom, and a coach will be available so other campuses can start their own team.

- i. Focus is all based on the student experience, guided pathways and pillars 1 & 2. Jennifer McCandless will also like to see students attend these trainings.
 2. Expand career guidance for students.
 3. Portfolio development.
 - a. Portfolio's embedded into Canvas.
 - 8) Guided Pathways progress report will be provided annually and placed into Nova.
- b) Study Abroad – Mexico Trip
 - 1) Approximate Trip Dates: July 24th – August 9th 2020.
 - 2) The cost to students is around \$3,200.
 - 3) Ryan Loughrey is not able to go on the trip. Cabinet recommends sending an Administrator.
 - 4) Sharon Brisolaro stated that Shasta College Tehama campus has developed, through the Lation Outreach Board, a relationship with the Mexican consulate.
 - 5) If any Administrator is interested in going on the trip, they could email Tina Duenas by Monday, January 24th 2020.
 - 6) Sharon Brisolaro stated she would like to have a future discussion about Global Education and other opportunities that the district might be exploring or could explore.
 1. Discussions on where we are going and what we are doing.
 2. Tina Duenas stated she would like to explore additional opportunities for students in going abroad.
 - 7) John Yu stated that we may want to utilize universities in other countries and see what relationships we can create, which could open doors for further opportunities.
 1. Tina Duenas stated she recommends staying away from any exchange programs, due to past issues and complexity.
 2. Tina Duenas also stated that it is optimal when students receive course credit, especially if the credit transfers to the CSU system.
 - 8) Buffy Tanner suggested that it may be worthwhile to get community colleges together and make Global Education into a system-wide effort, similar to the CSU system.
- c) Hours of Operation
 - 1) Sandra Hamilton-Slane's staff collected Friday hours of each department on campus so as to help lead the discussion.
 - 2) Additional comments:
 1. Beginning in August 2020 extended education campuses will be open 9:00am-7:00pm, Monday-Thursday; 9:00am-1:00pm on Fridays during the fall and spring semesters. Friday afternoon counselor visits will be by appointment only.
 2. Student Success Center is open until 5pm Friday.
 3. Tina Duenas has recently received complaints regarding cafeteria and bookstore hours; specifically, summer hour changes.
 - 3) After deliberation the Council agreed that students would benefit from department hours being consistent. The Council favored the idea for each department to have one desk that stays open until 5:00pm. The desk may have limited support, but at least we are still supporting the students.
 1. A&R/FA noticed a decrease in student need on Fridays as well as a need to accommodate flex-scheduling for staff. The Student Success Center was decided as the location to be open on Fridays until 5:00pm.
 2. Some students do come into the Learning Center on Fridays because it is quiet and provides a different learning environment.
 3. Counseling can be offered as express only after 12:00pm.
 4. Student Life can have one person available for student support.
 - 4) The Council also agreed that course scheduling may influence Student Services operational hours.
 - 5) Sandra Hamilton-Slane that we push to market Student Services hours are various on Fridays and advise the students to be conscious that services may be limited on Fridays.
 - 6) The Council suggested looking into the cafeteria hours and see if it is possible to open the discussion about Friday closures or is there a different vending service that can be provided?
 1. Sharon Brisolaro commented that Extended Campus do have a cold vending machine in order to provide more options for students.
- d) Workgroup Report: Information Sharing (next steps)
 - 1) Manager Outreach: Breakdown Silo's

1. Tim Johnston suggested that if folks provided positive feedback, to touch base with them and let them know that we are going hold-off for now.
- 2) Innovation for having one-location for marketing and outreach materials:
 1. Tina Duenas drafted a mini-grant to try and get the program going. Student Life Senate office could be a good location to hold the material.

4. Information Items / Other

- a) Instructional Council
 - 1) Initiative ranking will be done during the 2/20/2020 meeting.
 - 2) Carolyn Borg's back-fill is ranked tied for 4th on the faculty priority list.
- b) Area Updates / Announcements
- c) Other?
 - 1) Food and Housing Services discussion, and emphasizing 2-1-1.
 1. Sandra Hamilton-Slane provided material for the group and advised that sometimes calling is easier for a person to navigate instead of going through the website due to the amount of resources.
 - 2) Emergency Student Fund with EWD:
 1. Sandra Hamilton-Slane commented that Eva Jimenez has put a committee together to discuss emergency student aid.
 - a. Sandra stated that basic needs to be handled in the community level and we are not the primary handler.
 2. Shasta College also receives the Hunger-Free Campus grant which we call the Fresh Success Grant. The grant is managed by Nadia Elwood. Money will go towards our food-for-thought program, ID card vouchers, and Fresh Success grants. Fresh Success grants are based on Pell Eligibility and are for those that cannot get other supplemental aid. Students apply for the grant online.
 - a. Two things are required in order for us to receive the grant: Providing CalFresh referrals and having a food pantry on campus.

5. Meeting adjourned at 10:53am.

6. NEXT MEETING:

The next meeting is scheduled for Wednesday, March 4th from 9:00am – 11:00am in room 2314.
Minutes recorded by: James Konopitski, Administrative Secretary I, Enrollment Services.

Graduation Requirements for Degrees and Certificates

AP 4100

Reference: Title 5 Sections 55060 et seq.

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units of college work.

A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs.”

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by to the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. Multicultural studies must be offered.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor’s Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. Certificates of achievement ~~are~~ will appear on a student’s transcript.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Shasta College, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor’s Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

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Graduation Requirements for Degrees and Certificates

AP 4100

Shasta College encourages students to complete a degree audit and apply for graduation prior to the term in which they intend to graduate. However, Shasta College may award a degree or certificate to current and former students who have met graduation requirements. Shasta College shall remove the record of any degree that has been automatically awarded to a student's official record upon notification by the student that they do not accept the awarded degree.

This provision applies to certificates, reverse transfers, associate degrees and associates of applied sciences degree, advanced technical certificates and enhanced skills certificates and baccalaureate degrees.

Academic Senate Approved 09/09/19
Board Reviewed [New] 01/15/20

Counseling/~~Advising~~

AP 5110

Reference: ***Education Code Sections 72620 and -72621; Title 5, Section 51018; ACCJC Accreditation Standard II.C.5***

The counseling/~~advising~~ services available in the District's counseling program include at least the following:

- Academic counseling/~~advising~~, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals;
- Career counseling/~~advising~~, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Follow-up counseling, in which the student is assisted in overcoming barriers which are causing academic difficulties. All probationary students are required to meet with a counselor;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling/~~advising~~ aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

All new students must identify an academic goal upon application and complete an education plan to receive priority registration. A comprehensive education plan will need to be on file by the end of a student's third semester of enrollment to retain priority registration.

Confidentiality of Counseling Information:

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to:

- disclosure as necessary to report child abuse or neglect;
- reporting to the Superintendent/President or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community;
- reporting information to the Superintendent/President or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; or
- reporting information to one or more persons specified in a written waiver by the student.

Board Reviewed 11/11/09

Reviewed by the Board Ad Hoc Committee on Policy 9/09/15

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Counseling/Advising

AP 5110

Board Reviewed 10/14/15 [MANDATED CHANGES]

Standards of Conduct

AP 5500

Reference: ***Education Code Sections 66300 and 66301; Accreditation Standard 11.A.7.b***

Violation of the Code of Conduct rules and regulations delineated in BP 5500, Standards of Conduct shall constitute good cause for student discipline, including but not limited to the removal, suspension or expulsion of a student, subject to the procedures outlined in AP 5520, Student Discipline Procedures.

Academic Honesty Violation Procedure Recommended for Faculty

It is recommended that instructors clearly state their policies and associated consequences regarding acts of academic dishonesty in their first-day handouts. If an instructor determines that a student has committed an act of dishonesty in ~~his/her~~their course, as described either under the Code of Conduct in Board Policy 5500 or in ~~his/her~~their first-day handout, then it is recommended that, after the instructor notifies the student of the action ~~he/she has~~they have taken, the instructor fill out the instructor portion of the Academic Honesty Violation Form and submit the original of this form to the Dean of ~~Students~~Student Services or designee and a copy of the form to ~~his/her~~their division dean.

When filling out the Academic Honesty Violation Form, the instructor has the option of requesting that the Dean of Student ~~Services~~ or designee take additional action. If the instructor makes this request, then ~~he/she~~they must provide supporting documentation to the Dean ~~or designee~~. The Dean ~~or designee~~ will decide whether to take additional action based on the policies and procedures of ~~his/her~~their office. If the instructor is not requesting additional action be taken ~~by the Dean~~, it is recommended that ~~he/she~~they submit the form anyway so that a centralized file of academic dishonesty incidents can be kept and further action can be taken if deemed appropriate ~~by the Dean~~.

Upon receipt of the Academic Honesty Violation Form (see next page), the Dean of Student ~~Services~~/Discipline Officer will determine whether additional action should be taken. If so, then the Dean/Discipline Officer will follow ~~his/her~~ established procedures ~~outlined in AP 5520~~ for taking disciplinary action.

A student has the right to appeal through ~~Administrative Board Procedure~~Policy 5520 – Student Discipline.

The procedures shall be made widely available to students through the college catalog and website.

Approved by Academic Senate 11/1/07
Revision approved by Academic Senate 10/13/08
Board Review 1/16/08
Revision approved by Academic Senate 2/8/10
Board Reviewed 4/14/10

Standards of Conduct

AP 5500

Academic Honesty Violation Form (AP 5500)

The Standards of Conduct Violation Reporting Form used to report academic honesty violations can be found online at: https://cm.maxient.com/reportingform.php?ShastaCollege&layout_id=1

To be filled out by the Instructor

Name of Student: _____ Student ID: _____

Semester/Year: Fall _____ Spring _____ Summer _____

Section: _____ Course: _____ Instructor: _____

Description of Violation: _____

1. Indicate below the course of action you have taken regarding this violation (Check all that apply):

_____ I have not taken any action.

_____ I have requested a letter of apology.

_____ I have given the student a warning.

_____ I have assigned an "F" grade to the student on this assignment.

_____ Other (describe)

2. Check one:

_____ (a) I am satisfied that the course of action I have taken is adequate and I am not requesting any further action. (You do not need to submit supporting documentation.)

_____ (b) I am not satisfied that the course of action I have taken is adequate. I am requesting that further action by the Dean of Students be considered. I am including documentation to support the case regarding this violation.

If you checked (b) above, indicate the course of action you recommend that the Dean of Students take regarding this violation.

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Standards of Conduct

AP 5500

Instructor Signature

Date

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AP 5500

To be filled out by the Dean of Students

Date: _____

The student noted above has gone through the disciplinary process for violations of the academic honesty policy. The sanctions imposed upon the student by Dean of Students are as follows:

Disciplinary Officer Signature _____

Date _____

Approved by Academic Senate 11/1/07
Board Reviewed 1/16/08
Board Reviewed 12/10/08
Board Reviewed 4/14/10

Student Discipline

AP 5520

Reference: **Education Code Sections 66017, 66300, ~~66301, 72122, 76120, 76220, 76234,~~ and 76030 et seq.; Penal Code Sections ~~626.2 and 626.4;~~ Title 5, Section ~~59410; Clery Act; VAWA~~**

The purpose of these administrative procedures is to provide a means to address violations of the Standards of Conduct set forth in Board Policy 5500-~~(BP 5500)~~.

These administrative procedures will include a prompt, fair, and impartial process meant to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections, from the initial investigation to the final result, and ~~These procedures~~ are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. ~~These procedures and~~ will be used in a fair and equitable manner, and not for purposes of retaliation. These procedures are not considered a legal proceeding. ~~Therefore, students do not have a right to counsel during a student disciplinary hearing.~~

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

I. DEFINITIONS

Discipline Officer: The ~~Dean inof Student Services~~ Assistant Superintendent / Vice President of Student Services or such other official so designated by the Superintendent/President.

~~*Hearing Authority:* The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.~~

District: The Shasta-Tehama-Trinity Joint Community College District.

School Day: Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

Receipt of Notice: A mailed notice is presumed received three (3) calendar days after mailing or earlier if verified by a U.S. Postal Service return receipt signed by the student/individual for whom the notice is intended. A personally delivered notice is presumed received on the date indicated on the delivery acknowledgement signed by the student/individual for whom the notice is intended.

Student: Any person enrolled in any program at the District, either full-time or part-time. Persons who withdraw after allegedly violating the Standards of Conduct are considered "students" for the purposes of these procedures. The Standards of Conduct apply to all locations and activities of the District, including online courses and District-sponsored events.

Student Discipline

AP 5520

Instructor: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Educational Administrator: Any administrator who provides leadership and direction for the operations of the District whose responsibilities include supervision of managers, staff or instructors and the management of the institutional relations among students, faculty and staff.

~~*Expulsion:* Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.~~

Good Cause: Any offense defined by Education Code section 76033 and such other causes as set forth in the Standards of Conduct.

Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Reprimand (Written or Verbal): An admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Immediate Interim Suspension (Education Code Section 66017): The immediate suspension of a student when the Discipline Officer or any educational administrator concludes that immediate suspension is required to protect students or others from injury, to protect property, or to ensure the maintenance of order at the District ~~provided that a reasonable opportunity for a hearing be afforded the suspended student within ten (10) school days. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within (10) school days.~~

Short-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities, and/or all District facilities for a period of up to and including ten (10) school days.

Long-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities and/or all District facilities for more than ten (10) school days or from one or more classes for the remainder of the term, or from all classes and activities of the college for one or more semesters.

~~*Expulsion:* Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District for one or more semesters.~~

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Discipline Officer or other officials so designated by the Superintendent/President for any person to remain on campus in accordance with California Penal Code Sections ~~626.2 and~~ 626.4 where the Discipline Officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Student Discipline

AP 5520

Reinstatement: In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

II. EXPECTED STUDENT CONDUCT

The Standards of Conduct are set forth in BP 5500 and apply to conduct that relates to District activity or District attendance, including conduct that occurs while at District campuses or facilities, or at District-sponsored activities, including before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment and conduct described in section VI of these procedures. The Standards of Conduct shall apply even if the student withdraws from school while a disciplinary matter is pending.

III. SANCTIONS

One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct:

1. **Warning:** Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District's Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student's record [for a period of up to one year](#).
2. **Reprimand:** A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of a student's record [for a period of up to one year](#).
3. **Disciplinary Probation:** A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time, which includes the possibility of more severe disciplinary sanctions should the student violate any of the Standards of Conduct during the probationary period.
4. **Restitution:** Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/equipment caused by the students' misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.
5. **Removal from Class or Instruction-Related Activity:** Any instructor may order a student removed from ~~his or her~~[their](#) class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.
6. **Loss of Privileges:** Denial of privileges that may involve restrictions on class attendance [in any instructional format](#) for a designated period of time.

7. **Residence Halls Suspension:** Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student ~~is~~may be eligible to return. Conditions for readmission to the Residence Halls may be specified.
8. **Residence Halls Contract Revocation:** Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.
9. **District Suspension:** Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.
10. **District Expulsion:** Permanent separation of the student by action of the Board of Trustees from all courses and activities offered by the District.
11. **Revocation of Degree or Certificate:** A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.
12. **Withholding of Degree or Certificate:** The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student's entitlement to the degree or certificate. Withholding of a degree or certificate shall be by action of the Board of Trustees.
13. **Withdrawal of Consent to Remain on Campus:** The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, ~~he or she~~they must promptly leave or be escorted off campus. If consent is withdrawn the Superintendent/President will be notified immediately. The person from whom consent has been withdrawn may submit a written appeal to the Discipline Officer. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

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Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code sections 626.2 and 626.4).

14. **Discretionary Sanctions:** Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.

IV. DISCIPLINE INVOLVING STUDENT GROUPS

Sanctions upon student groups or organizations may be imposed as follows:

1. Those relevant sanctions listed in Section III of these procedures.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation: Loss of all privileges, including District recognition, for a specified period of time.

Accusations that a student group or organization has collectively violated the Standards of Conduct, terms that govern the group or organization, or any conditions of District operations, shall be initially reviewed by the Discipline Officer who shall have authority to impose sanctions on the group or organization.

No sanctions shall be imposed until the Discipline Officer has provided the group or organization with a written statement of the accusations and given the group or organization an opportunity to respond.

V. RECORDS OF DISCIPLINARY ACTION

In accordance with Education Code section 76220, the District shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the District and the results of any appeal.

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In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim; or
- The alleged victim's next of kin, if the victim is deceased.

VI. DISCIPLINARY ACTION INVOLVING VIOLENCE, STALKING AND SEX CRIMES

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking will follow a similar process as outlined in AP 5520. All proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accused and the accuser will both be afforded the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and accuser will be notified simultaneously, in writing, of the result of any institutional disciplinary proceeding, the institution's procedures for the accused and the victim to appeal the result, any changes to the result, and when the results become final.

VII. DISCIPLINE OFFICER'S PROCEDURES

The following procedures shall be followed before any sanctions are imposed except in the event that an emergency/interim suspension is required as set forth herein.

- Administration.** The Discipline Officer shall administer these procedures and take appropriate action, subject to the approval of the District Superintendent/President and the Governing Board if required herein or otherwise by law.
- Reporting of conduct.** Alleged student misconduct shall be reported to the Discipline Officer within five (5) days of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, it shall be reported within five (5) days of the date on which conduct occurred which led to the decision to take disciplinary action.
- Investigation.** Upon receiving a report of alleged student misconduct, the Discipline Officer shall initiate an investigation.
- Notice.** Within five (5) days of receiving the report, The Discipline Officer shall give the student written notice of the potential Student Code of Conduct violation(s), and shall offer the student an opportunity to attend a meeting. ~~The notice will be sent via personal delivery, email or certified mail to the student's last known address. The student will be given five (5) school days to respond to the notice. If the student is a minor, the Discipline Officer shall also notify the parent or guardian of the investigation and potential Student Code of Conduct violation(s).~~ The written notice will include the following:
 - the specific section of the Standards of Student Conduct that the student is accused of violating.
 - a short statement of the facts supporting the accusation.

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- the right of the student to meet with the Discipline Officer or designee to discuss the accusation, or to respond in writing.
- the nature of the discipline that is being considered.

D.E. Opportunity to be Heard. The student must contact the Discipline Officer within five (5) school days (as stated above) to schedule a meeting. At the scheduled meeting, the student may present a rebuttal to the accusation or otherwise offer relevant comment on the reported violation(s). If the student fails to arrange such a meeting (or fails to appear for a meeting the student arranged), the decision of the Discipline Officer shall be made without input from the student.

E.F. Determination after Meeting. The Discipline Officer shall decide whether or not to proceed with sanction(s) after hearing the student's explanation and considering all of the information. The Discipline Officer shall send the student a written notice of the determination within three (3) school days after the meeting via personal delivery, email or certified mail to the student's last known address.

F.G. Short-Term Suspension Notification. The Discipline Officer shall send the student a written notice of determination within three (3) school days after the meeting described in subsection (E). The notice shall inform the student of the decision and the length of the suspension, if any. The notice shall also inform the student that the decision is final. The notice shall be hand delivered, emailed or sent via certified mail to the student's last known address.

H. Long-Term Suspension, Recommendation for Expulsion, Recommendation to Revoke or Withhold a Degree or Certificate, and/or Withdrawal of Consent to Remain on Campus Notification. The Discipline Officer shall send the student a written notice of determination within five (5) school days after the meeting described in subsection(s) E and F. The notice shall be hand delivered, emailed or sent via certified mail to the student's last known address. The notification shall include:

1. A statement of the charges, the reason for the recommended sanctions, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);
2. A copy of the Standards of Conduct;
3. An explanation that the student for whom sanctions have been recommended is entitled to appeal the decision and has a right to an appeal hearing. The notification shall also state that a request for an appeal hearing must be filed within five (5) school days of the receipt of the notification. The written request for an appeal hearing must be received by the Hearing Authority within five (5) school days and must cite the specific ground(s) for the appeal as described in section VIII.A. of these procedures and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal hearing shall constitute a waiver of the right to an appeal hearing; and

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4. A statement that the student has the right to be accompanied at an appeal hearing by a willing on-campus advisor of ~~his or her~~their choice. If the student decides to be accompanied by an advisor, the name and address of that advisor shall be submitted to the Hearing Authority at the time the appeal is filed.
- I. **Notice to the District's Hearing Authority.** The Discipline Officer shall report all long-term suspensions, recommendations of expulsion, recommendations to revoke or withhold a degree or certificate, and withdrawals of consent to remain on campus to the District's Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President) and the Superintendent/President within five (5) school days of determination.
- J. **Reinstatement.** In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If it is determined that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension they may submit a written appeal in accordance with Section VII and VIII of these procedures.
- K. In cases **not** resulting in long-term suspension, expulsion, or revoking or withholding a degree or certificate, the decision of the Discipline Officer shall be final.

VIII. HEARING AUTHORITY'S APPEAL PROCEDURES

- A. Sanctions of long-term suspensions, expulsions, and/or revoking or withholding a degree or certificate imposed by the Discipline Officer may be appealed, by the student charged, to the Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President). The request for an appeal must be in writing, must cite the specific ground(s) for the appeal, and must provide information which substantiates the ground(s) on which the appeal is being made. The request must be received by the Hearing Authority within five (5) school days of the student's receipt of notification of the right to appeal.

Grounds for appeal. A student may appeal the decision of the Discipline Officer on the grounds that:

- i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the meeting with the Discipline Officer was prejudicial, arbitrary, or capricious); or
- ii. new and significant information, not reasonably available at the time of the initial meeting, has become available; or
- iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

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- B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the grounds for an appeal, the facts of the Discipline Officer's findings, and the imposed and/or recommended sanctions. Sanctions imposed and/or recommended by the Discipline Officer **may** or **may not** be suspended until such time as the appeal hearing is held.
- C. If after the review, the Hearing Authority determines that an appeal is warranted, then the appeal hearing will be conducted with the student within ten (10) school days of receipt of the request to appeal.
- D. If after the review, the Hearing Authority determines that an appeal is not warranted in the case of a long-term suspension, the sanctions imposed by the Discipline Officer shall be upheld, and the decision shall be final. The Hearing Authority's determination shall be sent via certified or registered mail to the student's last known address.
- E. Additional parties and/or witnesses to the violation(s) may be requested by the Hearing Authority to meet ~~with him or her~~.
- F. The Hearing Authority may uphold, modify or reject any or all disciplinary sanctions imposed and/or recommended by the Discipline Officer. If the Hearing Authority modifies or rejects any or all sanctions imposed and/or recommended, the Hearing Authority shall prepare a new written decision which contains specific factual findings and conclusions. The Hearing Authority's decision to uphold, modify or reject the recommended or imposed sanctions shall be sent via certified or registered mail to the student's last known address.
- G. If the student fails to attend the appeal hearing without prior notice of cancellation, or without rescheduling another hearing, the Hearing Authority may uphold, modify, or reject the disciplinary sanctions imposed and/or recommended by the Discipline Officer without input from the student. Sanctions imposed by the Hearing Authority could result in suspension, the recommendation of expulsion and/or revoking or withholding a degree or certificate. In the case of long-term suspension, the Hearing Authority's decision shall be final.
- H. The Hearing Authority shall report all long-term suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate for which the Hearing Authority granted and conducted an appeal hearing, to the Superintendent/President within five (5) school days of the hearing. If no hearing is held, the Discipline Officer will make the report.

IX. EMERGENCY INTERIM SUSPENSION

- A. The Discipline Officer or any educational administrator may impose an emergency/summary suspension if deemed warranted. It is an extraordinary measure and shall be uti-

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lized only when necessary to protect individuals from injury or death, or damage to property, or to ensure the maintenance of order pending an opportunity for the student to be heard.

- B. A meeting shall be provided to the student within five (5) school days of an emergency/summary suspension (Education Code section 66017). The procedures set forth in sections VII and VIII shall apply to the meeting and any appeal hearing.
- C. An emergency/summary suspension shall be reported immediately to the Superintendent/President and to the Board of Trustees at its next regular meeting after such suspension has been imposed.

X. SUPERINTENDENT/PRESIDENT

In cases where a sanction of a long-term suspension or withdrawal of consent to remain on campus is imposed, or expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

- A. **Long-Term Suspension:** If the Hearing Authority grants and conducts an appeal hearing, the student/individual may appeal the imposed sanction of long-term suspension by the Hearing Authority to the Superintendent/President. The written request for an appeal must be received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The written request for an appeal must cite the specific ground(s) for the appeal (listed below), and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal within the five (5) school days shall constitute a waiver of the right to an appeal.

Grounds for appeal. A student may appeal the decision of the Hearing Authority on the grounds that:

- i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the Hearing Authority's meeting was prejudicial, arbitrary, or capricious); or
- ii. new and significant information, not reasonably available at the time of the Hearing Authority's meeting, has become available; or
- iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal.

Within ten (10) school days following receipt of the request for an appeal, the Superintendent/President shall render a final written decision. The Superintendent/President may uphold, modify or reject the long-term suspension imposed by the Hearing Author-

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ity. If the Superintendent/President modifies or rejects the imposed sanction, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President to uphold, modify or reject the recommended or imposed sanction shall be final. The final decision shall be sent via certified or registered mail to the student's last known address. The Superintendent/President shall report all student suspensions to the Board of Trustees in closed session at its next regular meeting after ~~he or she has~~they have received notification of the suspension.

- B. Expulsion and/or Revoking or Withholding a Degree or Certificate:** The student may appeal the recommended sanction of expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority to the Superintendent/President. The appeal must be in writing and received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The Superintendent/President may uphold, modify or reject the recommended expulsion and/or revoking or withholding

a degree or certificate by the Hearing Authority. If the Superintendent/President modifies or rejects the expulsion recommendation and/or the recommendation to revoke or withhold a degree or certificate, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The written decision to uphold, modify or reject the recommended expulsion and/or revoking or withholding a degree or certificate shall include the right of the student to request a formal hearing by the Board of Trustees, and shall be sent via certified or registered mail to the student's last known address within 10 school days of receipt of the appeal. The Superintendent/President's written decision shall be forwarded to the Board of Trustees.

XI. BOARD OF TRUSTEES

In cases where expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

- A. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and/or revoking or withholding a degree or certificate at its next regularly scheduled meeting or as soon thereafter as is practicable. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student requests the matter be heard in open session in accordance with these procedures and Education Code section 72122. The Board may 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 (Education Code section 76030).
- B. The student shall be notified in writing, by registered or certified mail or by personal service, at least five (5) school days prior to the meeting, of the date, time, and place of the meeting of the Board of Trustees. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held in open session. Even if a student has requested that the Board of Trustees hear an expulsion and/or revoking or withholding a degree or certificate recommendation in open session, the Board of Trustees may deliberate in closed session in accordance with Education Code section 72122.

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- C. A closed hearing will be closed to everyone except the following:
1. the student charged;
 2. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her/their intent to bring an attorney at least two (2) school days prior to the hearing. Failure to notify the District will result in a postponement of the hearing;
 3. the District Superintendent/President and/or President's designee;
 4. the Board of Trustees;
 5. Counsel for the District;
 6. the student's parent(s) or guardian, if the student is a minor;
 7. Campus Safety or such other law enforcement personnel deemed necessary for the safety of meeting participants.
- D. The hearing shall be conducted in accordance with the following procedures:
1. The President of the Board of Trustees will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
 2. Hearings need not be conducted in accordance with strict rules of evidence or the formality of a court hearing.
 3. Before commencement of the hearing, the Board of Trustees shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Board of Trustees shall consider no evidence other than that evidence received in the hearing process.
 4. The District Superintendent/President or designee shall make a brief statement to the Board of Trustees, referring to relevant evidence regarding the alleged misconduct.
 5. The accused student may then make a brief statement to the Board of Trustees and present any relevant evidence.
 6. The statements shall be limited to five (5) minutes each.
 7. Upon completion of these statements, the Board of Trustees will have an opportunity to ask questions of both the student and the District Superintendent/President or designee.

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8. The Board of Trustees will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
9. The Board of Trustees shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Standards of Conduct, and a decision as to whether the expulsion and/or revoking or withholding a degree or certificate proposed by the District Superintendent/President will be upheld or modified. The Board of Trustees may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Board of Trustees shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.
10. The hearing (but not the deliberations of the Board of Trustees) shall be recorded either in written format or electronically. The record shall be the property of the District. The student may read the record or listen to the tape at a mutually agreeable location at the District. An accused student may, upon request, be provided a copy of the written record or electronic recording at ~~his or her~~ their own expense.
11. A written statement of the Board of Trustees' decision shall be sent via certified or registered mail to the student's last known address within three (3) school days after the conclusion of the hearing.
12. If the Board of Trustees' decision is unfavorable to the student, the student shall have the right to submit a written statement of ~~his/hers~~ their objections to the decision. This statement shall become a part of the student's records.
13. The decision of the Board of Trustees is final and not subject to further appeal.

XII. NOTIFICATION

The District Superintendent/President or designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the District is situated of any acts of the student that may be in violation of section 245 of the Penal Code (Education Code section 76035).

XIII. EXTENSIONS OF TIME

Calendar restraints may be extended with the agreement of both parties.

Board Reviewed 4/13/11

Board Reviewed 10/09/13

Reviewed by the Board's Ad Hoc Committee on Policy 6/11/14

Shasta-Tehama-Trinity Joint Community College District
Board of Trustees
Administrative Procedures Manual

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Board Reviewed Revisions 7/09/14

Reviewed by the Board's Ad Hoc Committee on Policy 7/08/15

Board Reviewed Revisions 7/08/15

Reviewed by the Board's Ad Hoc Committee on Policy 2/17/16

Board Reviewed Revisions 3/09/16

Student Rights and Grievances

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Reference: **Title IX, Education Amendments of 1972; Education Code Section 76224(a); HEA Title IV, CFR, Sections 600.9 and 668.4(3)(b); WASC Accreditation Standard II.B.2.c; 34 Code of Federal Regulations Parts 106.1 et seq.; AC-CJC Accreditation Eligibility Requirement 20; ACCJC accreditation Accreditation Standard IV.D**

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student.

This procedure ~~applies shall include~~, but ~~is not to be~~ limited to, grievances regarding:

- Sex discrimination in education programs and activities as prohibited by Title IX of the Higher Education Amendments of 1972 (see AP 3435 Discrimination and Harassments Complaints and Investigations for sexual misconduct complaints under Title IX);
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

- ~~Grade changes. Procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 4230.~~
- ~~Student disciplinary actions which are covered under separate Board policies and Administrative Procedures. Procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 5520.~~
- Unlawful discrimination, including sex discrimination. Procedures to be used to file such a complaint are set forth in the District's ~~Board Policy and~~ Administrative Procedure 34350.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

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Definitions

~~**Informal Resolution-** Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the college administration.~~

Party- The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College GrievanceHearing Authority or Discipline Officer.

Superintendent/President – The Superintendent/President or a designated representative of the Superintendent/President.

Student- A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent- Any person claimed by a grievant complainant to be responsible for the alleged grievance.

~~**School Day-** Unless otherwise provided, Any day shall mean a day during which the District college is in session and regular classes are held, excluding Saturdays and Sundays.~~

Informal Resolution- Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

~~**Student** A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).~~

Procedures

The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means, ~~and formal means along with conducting a hearing when necessary.~~ This person shall be called the Grievance Discipline Officer. The Grievance Discipline Officer and the student may also seek the assistance of the Associated Student Senate Organization in attempting to resolve a grievance informally.

Informal meetings and discussions between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall

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any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes ~~he/she has~~they have a grievance shall file a Statement of Grievance with the ~~Grievance-Discipline~~ Officer within ten (10) ~~school~~ days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two (2) ~~school~~ days following receipt of the Statement of Grievance Form, the ~~Grievance-Discipline~~ Officer shall advise the student of ~~his or her~~their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of ten (10) ~~school~~ days following the student's first meeting with the ~~Grievance-Discipline~~ Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a ~~formal~~ grievance hearing ~~as described below (Fourth Level)~~.

Levels for Resolving a Student Grievance

FIRST LEVEL – Informal Grievance

Any student with a grievance should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the grievance. This discussion must take place within ten (10) school days of the alleged incident. The person grieved must respond outlining the outcome of the discussion via written communication within ten (10) school days. If resolution is not reached, the grievance will automatically advance to the next level.

SECOND LEVEL – Informal Grievance

If the grievance cannot be resolved or if the discussion does not take place as specified at the first level within ten (10) school days, the ~~complainant grievant~~ should contact the immediate supervisor or Dean of the appropriate department or program. This discussion must take place within ten (10) school days after contact at the second level. The Supervisor or Dean has ten (10) school days to respond to the student's grievance via written communication. If resolution is not reached, the grievance will automatically advance to the next level.

THIRD LEVEL – Informal Grievance

If the grievance cannot be resolved at the second level within ten (10) school days, the ~~complainant grievant~~ should contact the ~~Grievance-Discipline~~ Officer. The ~~Grievance-Discipline~~ Officer will review the grievance with the supervisor or administrator and attempt to resolve the grievance informally. This discussion must take place within ten (10) school days after contact at the third level. The ~~Grievance-Discipline~~ Officer has ten (10) school days to respond to the student's grievance via written communication. If resolution is not reached, the grievance will automatically advance to the next level.

FOURTH LEVEL – Formal Grievance and Hearing

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If the grievance cannot be resolved informally at the third level, the ~~complainant grievant~~ will be asked to state the grievance in writing within ten (10) school days. Then a formal hearing will be scheduled within ten (10) school days of receipt of the written complaint. The employee being grieved shall have the opportunity to respond in writing. The ~~Grievance-Discipline~~ Officer, as appointed by the Superintendent/President, will conduct the hearing.

The determination of whether the Statement of the Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The ~~complainant grievant~~ is a student as defined in these procedures, which include applicants and former students;
- The ~~complainant grievant~~ is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the ~~Grievance-Discipline~~ Officer shall notify the student in writing of the rejection of the Request for a Grievance, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten (10) school days of the date the decision is made by the ~~Grievance-Discipline~~ Officer.

If the Request for Grievance Hearing satisfies each of the requirements, the ~~Grievance-Discipline~~ Officer shall schedule a grievance hearing. The hearing will begin within ten (10) school days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than ~~ten-five (405)~~ school days' notice of the date, time and place of the hearing.

The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The decision of the ~~Grievance-Discipline~~ Officer shall be final on all matters relating to the conduct of the hearing.

~~The hearing will include the grievant(s) and the person(s) grieved against. Each shall be entitled to:~~

- ~~1) representation of his/her choice, including legal counsel when mutually agreed;~~
- ~~2) the right to present witnesses and evidence; and~~
- ~~3) the right to question opposing witnesses.~~

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Hearings shall be closed and confidential ~~unless all parties request agree that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary only be present while testifying, unless all parties and the committee agree to allow them to remain for all or any other portion of the hearing.~~

Student Rights and Grievances

AP 5530

Formal rules of evidence shall not apply. Any relevant evidence, as determined by the Discipline Officer shall be admitted.

The hearing shall be recorded by the District, and shall be the only recording made. The Grievance Discipline Officer shall start the hearing by asking each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. No witness who refuses to be recorded may shall be permitted to give testimony, and will shall be considered to be unavailable. The recording shall remain in the custody of the District. Any party to the grievance may request a copy of the recording from the District in writing. The District shall make a copy available to the requesting party within 20 days.

Unless the Grievance Discipline Officer determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant complainant(s) or grievants shall make the first presentation, followed by the respondent or respondent(s). The grievant complainant(s) may present rebuttal evidence after the respondent(s) presents' evidence. The burden shall be on the grievant complainant(s) or grievants to prove by substantial evidence that the allegations facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself themselves, and may also have the right to be represented by a person of his/her their choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Discipline Officer, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than at least ten (10) days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Grievance Discipline Officer may also request legal assistance through the Superintendent/President.

The Grievance Discipline Officer shall have ten (10) school days after the date of the hearing to render a written decision to the Superintendent/President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant complainant, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original grievance, any written responses, and the oral and written evidence produced at the hearing.

Within ten (10) school days following receipt of the Grievance Discipline Officer's decision and recommendation(s), the Superintendent/President shall send to all parties his/her a written decision, together with the Grievance Discipline Officer's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions, and recommendations of the Grievance Discipline Officer. If the Superintendent/President does not accept the decision, or a finding, or recommendation of the Grievance Discipline Officer, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final, subject only to appeal as provided below.

Student Rights and Grievances

AP 5530

Appeal Process

Any appeal relating to a ~~Grievance-Discipline~~ Officer's decision that the Statement of the Grievance ~~does not~~ failed to present a grievance as defined in these procedures shall be made in writing to the Superintendent/President within ten (10) school days of that decision. The Superintendent/President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual ~~con-~~ urrence agreement by all parties.

Record of Grievance

A record of the grievance against an employee of the District may only be entered into an employee's personnel file in compliance with District personnel policies, an employee's contract, applicable collective bargaining agreements, and the disciplinary process.

Note: The District is committed to resolving student complaints and/or grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office (CCCCO) at: www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx or the Accrediting Commission for Community and Junior Colleges (ACCJC) at: <https://www.cccco.edu/Complaint-Process-Notice>.

This ~~Policy-Administrative Procedure~~ and the related ~~Administrative Procedure~~Policy is not available for use by any student or applicant for admission who believes that ~~he/she has~~they have been subjected to unlawful discrimination, including sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing a complaint of unlawful discrimination and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 34350 – Discrimination and Harassment Complaints and Investigations~~Prohibition of Unlawful Discrimination or Harassment~~, which can be obtained in the Human Resources Office in the Shasta College Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003 or on the District's web site at: www.shastacollege.edu.

Board Reviewed 1/17/07

Board Reviewed Revisions 11/09/11

Reviewed by the Board Ad Hoc Committee on Policy 9/09/15

Board Reviewed Revisions 11/18/15

Voter Registration

AP 5610

Reference: **20 USC Section 1094(a)(23)(A); 34 CFR Section 668.14(d)(1): Education Code Sections 66850 -66852**

The Director of Student Life will serve as the Civic and Voter Empowerment Coordinator. The Coordinator shall be nonpartisan and will ensure that, in every academic year, the college holds a minimum of three election outreach events to increase civic learning, democratic participation, civic engagement, and voter turnout consistent with all of the following:

- During an academic term in each even-numbered year, an outreach event shall occur within the final 30 days preceding each statewide primary and general election.
- All students shall be invited to participate in the coordination of and to attend these events.
- All events may be sponsored by a campus-based student organization.

The Director of Student Life will develop a Civic and Voter Empowerment Action Plan consistent with all of the following:

- The coordinator shall invite leadership from faculty and students, and managers from Instruction, Student Services and Administrative Services to participate in a meeting or meetings to develop the action plan.
- The action plan shall include, but not necessarily be limited to, a campus-specific effort to increase civic learning and democratic participation, with an emphasis on civic engagement, voter turnout, and community building.
- The action plan shall be periodically updated and resubmitted to the Secretary of State, as determined necessary by the coordinator.

Shasta College will distribute campus-wide emails to all students during the first month of each academic semester providing the following civic and election dates and information:

- National Voter Registration Day, held annually on the fourth Tuesday in September.
- The last day to register to vote online or to register to vote by mail or in person.
- The date when a county may begin to offer early voting at the office of the elections official or at a satellite location, and a statement that the date, times, and locations for early voting and conditional voter registration may be confirmed on the internet website of the Secretary of State or at the county elections office.
- The primary and general election dates.
- A statement that a voter may apply to vote by mail at any time until after the seventh day prior to an election, and that a vote by mail voter may vote in person at the office of the county elections official or at a satellite location established by the county elections official on or before the day of the election.
- A link to the internet web page for the Secretary of State's Students Vote Project, established pursuant to Section 2148.5 of the Elections Code.

The calendar information will also be available on both printed and electronic academic calendars. At least one day before each event occurs unless specified otherwise, Shasta College will post on social media reminders to students of all of the following:

Voter Registration

AP 5610

- Early voting and conditional voter registration information.
- Election day, including a reminder the day before and the day of the election. The reminders shall state that a qualified voter may register to vote on the day of the election, if necessary, at a conditional voter registration site established by the voter's county elections official.
- After the emails are sent, the voter information guide and county sample ballot information provided in that email.

One month before each statewide election, Shasta College will distribute by campus-wide emails to all students the dates and information specified above and an internet website address link providing the following election information:

- The Secretary of State's internet website address for online voter registration.
- The Secretary of State's internet website address for election information.
- The Secretary of State's internet website address for the most current voter information guide.
- The Secretary of State's internet website address for the voter registration status tool, or a similar web page that directs the recipient to voter or election information for the county of the recipient.
- A disclaimer stating all of the following:
 - That the civic and election information provided applies to the county where the campus is located.
 - That election information varies by county.
 - That recipients of the email are encouraged to check the internet website containing the Secretary of State's voter registration status tool, or a similar web page, to find election information for the county where the recipient's voter registration is active.
- The District shall make a good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution.
- The District shall ensure that voter registration forms are widely available to students at the institution.
- The District designates the [Dean of Library Services & Educational Technology](#)~~Associate Dean of the Library~~ to be the point of contact for the Secretary of State for distribution of voter registration cards.
- Voter registration forms are received by the [Dean of Library Services & Educational Technology](#) ~~Associate Dean of the Library~~ from the state and are available in the Library and at other designated campus locations.

Board Reviewed 8/12/09

Athletics

AP 5700

Reference: *Education Code Sections ~~78223~~, 66271.6, 66271.8 and 67360 et seq.;*
~~COA Constitution and Bylaws; Title IX-; Education Amendments of 1972;~~
ACCJC Accreditation Standard II.C.4

Athletic Recruiting Rules and Regulations

Shasta College may recruit prospective student-athletes from their “recruiting area” by using all of the available contact modalities. The recruiting area is defined as the college district and all other contiguous districts that share a common border with Shasta College. Any other contact with prospective student-athletes that reside outside of California must be initiated by the athlete in the form of a “first contact”. The college is required to submit a signed “Form C: First Contact Form” that verifies that the student made the initial contact with Shasta College. Shasta College adheres to Bylaw 2 of the Commission on Athletics-California Community College Athletic Association Constitution that addresses all areas of recruiting. The college is required to submit a yearly R-1 & R2 form, signed by the Superintendent/President, that verifies that all coaches and all other people acting as agents of Shasta College understand and pledge to follow the COA CCCAA recruiting by-laws.

Procedures for Establishing Athletic Eligibility

Each year every student-athlete completes a “Form 1” which is the primary information tool used to establish the eligibility for the up-coming season of sport. The Dean of Physical Education and Athletics/Athletic Director is responsible for having each prospective student-athlete fill out the “Form 1”, along with other forms that are required and these forms are processed and signed by the Dean of Physical Education and Athletics/Athletic Director and each Head Coach. The forms are sent to an independent Athletic Eligibility Officer in the Admissions and Records Office who makes the official determination on athletic eligibility before sending the completed documents to the Conference Commissioner.

Sport Schedules and Media Guides

The Dean of Physical Education and Athletics/Athletic Director, working along with each head coach, is responsible for establishing the sport schedules. Each athletic schedule is presented for Shasta College Board approval prior to each sport season. The Dean of Physical Education and Athletics/Athletic Director is also responsible for organizing and overseeing the development of Fall, Winter, and Spring Athletic Media Guides. These publications are used to furnish spectators, community members, and the media with information on each of the intercollegiate sport programs including the current student-athletes and coaches, as well as the support staff that help administer the athletic program.

The Shasta College athletic program is in full compliance with all of the rules and regulations set forth in the Commission on Athletics and California Community College Athletic Association Constitution and Bylaws.

Board Reviewed 1/20/10

Counseling/~~Advising~~

BP 5110

Reference: ***Education Code Sections 72620; Title 5, Section 51018; ACCJC Accreditation Standard II.C.5***

Counseling/~~advising~~ services are an essential part of the educational mission of the District.

The Superintendent/President shall assure the provision of counseling/~~advising~~ services including academic, career, and personal counseling/~~advising~~ related to the student's education.

Counseling/~~advising~~ shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

See Administrative Procedure 5110

Board Approved 4/09/03

Reviewed by the Board Ad Hoc Committee on Policy 5/13/09

Board Approved Revisions 11/11/09

Reviewed by the Board Ad Hoc Committee on Policy 9/09/15

Board Approved 10/14/15 [MANDATED CHANGES]

Standards of Conduct

BP 5500

Reference: ***Education Code Sections 66300 and -66301; ACCJC Accreditation Standard 11.A.7b I.C.8 and 10***

The Superintendent/President shall establish procedures for the imposition of discipline on students and visitors in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

Code of Conduct

Students and visitors ~~to a Shasta College campus~~ at any District facility, or event and in any District-provided service or affiliated official capacity are expected to obey all California State laws and all Federal laws which pertain to behavior on a college campus. The following regulations represent reasonable standards of conduct for students and visitors, and shall be followed at all times while on a Shasta College campus District property or attending District affiliated activities. ~~Generally, Shasta College's jurisdiction and discipline shall be limited to conduct which occurs on Shasta College premises or which is related to school sponsored or supervised activities.~~

~~Rules and Regulations: Any student or visitor found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Board Policy and Administrative Procedures 3550 and 5520.~~

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosives, chemicals or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in writing by the Superintendent/President.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale

Standards of Conduct

BP 5500

- of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
 - Causing or attempting to cause damage to District property or to private property on campus.
 - Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
 - Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
 - Committing sexual harassment as defined by law or by District policies and procedures.
 - Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
 - Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying, or coercion and/or conduct which threatens or endangers the health and safety of any person
 - Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
 - Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
 - Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior by fraudulent and/or deceptive means. The student has the full responsibility for the content and integrity of all academic work submitted.
 - Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to any Shasta College official. Tampering with the election of any Shasta College recognized student organization.
 - Unauthorized entry upon or use of college facilities.
 - Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
 - Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 - Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 - Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization.

~~Acts of dishonesty, including but not limited to the following:
Cheating, plagiarism, or other forms of academic dishonesty.~~

Standards of Conduct

BP 5500

~~Furnishing false information to any Shasta College official, faculty member or of-
fice.~~

~~Forgery, alteration or misuse of any Shasta College document, record or instru-
ment of identification.~~

~~Tampering with the election of any Shasta College recognized student organiza-
tion.~~

~~Disruption or obstruction of teaching, research, administration, disciplinary pro-
ceedings, other Shasta College activities including its public-service functions on
or off campus, or other authorized non-Shasta College activities when the act oc-
curs on Shasta College premises.~~

~~Physical abuse, verbal abuse such as teasing and name-calling, threats, intimi-
dating conduct, bullying through direct words or actions, cyberbullying, or coercion
and/or conduct which threatens or endangers the health and safety of any person.~~

~~4. Sexual harassment as defined by law or by regulation of the college or the
District.~~

~~5. Attempted or actual theft of and/or damage to property of Shasta College
or property of a member of the Shasta College community or other personal or
public property, or knowingly receiving stolen district property or private property
on campus.~~

~~6. Engaging in harassing or discriminatory behavior based on disability, gen-
der, gender identity, gender expression, nationality, race or ethnicity, religion, sex-
ual orientation, or any other status protected by law.~~

- ~~7. 8.~~
- Failure to comply with direction of Shasta College District officials or law enforcement offic-
ers acting in the performance of their duties, and/or failure to identify oneself to one of these
persons when requested to do so.
- ~~Open and persistent defiance of the authority of, or persistent abuse of, District personnel.~~
- ~~9.~~
- Unauthorized possession, duplication or use of keys to any Shasta College District prem-
ises or unauthorized entry to or use of Shasta College District premises.
- ~~10.~~
- Violation of published Shasta College District policies, rules or regulations.
- ~~11. Violation of federal, state or local law on Shasta College premises or at Shasta
College sponsored or supervised activities.~~
- ~~12. Use, possession or distribution of narcotic or other controlled substances
except as expressly permitted by law.~~
- ~~13. Public intoxication or use, possession or distribution of alcoholic beverages
except as expressly permitted by law and Shasta College regulations.~~
- ~~14. Illegal or unauthorized possession of firearms, explosives, other weapons,
or dangerous chemicals including but not limited to any facsimile firearm, knife,
explosive or weapon on Shasta College premises.~~
- ~~15.~~
- Participation in a campus demonstration that disrupts the normal operations of Shasta Col-
lege the District and infringes on the rights of other members of the Shasta College District
community; leading or inciting others to disrupt scheduled and/or normal activities within

Standards of Conduct

BP 5500

any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

- ~~16. —~~

Obstruction of the free flow of pedestrian or vehicular traffic on [Shasta College District](#) premises or at [Shasta College District](#) sponsored or supervised functions. The use of bicycles, roller blades and skateboards ~~is~~are not permitted in heavy traffic areas or in buildings.

- ~~—~~

~~• [Conduct that is disorderly, lewd or indecent; habitual profanity or vulgarity; breach of peace; or aiding, abetting or procuring another person to breach the peace on District premises or at functions sponsored by or participated in by the District](#)~~

- ~~17. —~~

~~Conduct that is disorderly, lewd or indecent; habitual profanity or vulgarity; breach of peace; or aiding, abetting or procuring another person to breach the peace on Shasta College premises or at functions sponsored by or participated in by Shasta College.~~

- ~~18. —~~

- Theft or other abuse of computer time and network resources, including but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Unauthorized use of phone and electronic devices such as radios, etc.
 - e. Use of computing facilities to interfere with the work of another student, faculty member, or [Shasta College District](#) official.
 - f. Use of computing facilities to send obscene or abusive messages.

~~g. Use of computing facilities to interfere with normal operations of [Shasta College the District](#) computing systems. —~~

~~h-g. [19. —](#)~~

- Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons of a [Shasta College District](#) official.
 - b. Falsification, distortion or misrepresentation of information before a hearing officer.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
 - g. Failure to comply with the sanction(s) imposed under the [Student Standards of Conduct Code](#).

~~h. Influencing or attempting to influence another person to commit an abuse of the judicial system.~~

~~i. [20. —](#) Willful or persistent smoking in any area where smoking is prohibited by lawful authority.~~

Standards of Conduct

BP 5500

- ~~j-h. 21.~~
- Littering.
- ~~22.~~
- Misrepresentation of oneself or of an organization to be an agent of [Shasta-Collegethe District](#).
- ~~23.~~
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any [District](#) policy or administrative procedure.
- ~~24.~~
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- ~~25.~~
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.

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

See Administrative Procedure 5500

Reviewed by the Board's Ad Hoc Committee on Policy 8/12/09
Board Approved Revisions 4/14/10
Board Approved Revisions 6/13/12
Reviewed by the Board's Ad Hoc Committee on Policy 6/11/14
Board Approved Revisions 7/09/14
Board Approved 12/14/16

Shasta-Tehama-Trinity Joint Community College District
Board of Trustees
Board Policy Manual

Delete

Student Discipline

BP 5520

Reference: ~~Education Code Sections 66017, 66300, 66301, 72122, 76120, 76220, 76234, and 76030 et seq.; Penal Code Sections 626.2 and 626.4; Title 5, Section 59410; Accreditation Standard II.A.7b~~

~~The Superintendent/President shall establish procedures for the imposition of student discipline in accordance with the requirements of due process as provided by applicable federal and state laws and regulations.~~

~~The Dean of Students will serve as the Discipline Officer unless a different official is so designated by the Superintendent/President.~~

~~The disciplinary procedures shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.~~

~~The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and revoking or withholding a degree or certificate. The Board of Trustees shall hear the matter in closed session unless the student requests the matter be heard in open session. Final action by the Board on any expulsion shall be taken in open session.~~

~~The disciplinary procedures shall be made available to students through the college catalog, the District website and other similar means.~~

~~See Administrative Procedure 5520~~

~~Board Approved 4/13/11~~

Delete

Student Rights and Grievances

BP 5530

Reference: ~~Title IX, Education Amendments of 1972; Education Code Section 76224(a); HEA Title IV, CFR, Sections 600.9 and 668.4(3)(b); WASG Accreditation Standard II.B.2.c; ACCJC Accreditation Eligibility Requirement 20; ACCJC accreditation Standard IV.D~~

Definition of Student Grievance

~~For the purpose of this policy, a student grievance is defined as a claim by a student that his/her student rights have been adversely affected by a college decision or action. This policy is available for students who desire to pursue grievance procedures against an employee of the District. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal complaint meetings.~~

~~Note: The District is committed to resolving student complaints and/or grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office (CCCCO) at: www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx.~~

~~This Policy and the related Administrative Procedure is not available for use by any student or applicant for admission who believes that he/she has been subjected to unlawful discrimination, including sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing a complaint of unlawful discrimination and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 3430—Prohibition of Unlawful Discrimination or Harassment, which can be obtained in the Human Resources Office in the Shasta College Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003 or on the District's web site at: www.shastacollege.edu.~~

See Administrative Procedure 5530

~~Board Approved 1/17/07~~

~~Reviewed by the Board Ad Hoc Committee on Policy 8/12/09~~

~~Board Approved Revisions 5/12/10~~

~~Board Approved 11/09/11~~

~~Reviewed by the Board Ad Hoc Committee on Policy 9/09/15~~

~~Board Approved 10/14/15 [MANDATED CHANGES]~~

Shasta-Tehama-Trinity Joint Community College District
Board of Trustees
Board Policy Manual

delete

~~Voter Registration~~

~~BP 5610~~

~~Reference: 20 U.S. Code Section 1094(a)(23)(A);~~

~~34 Code of Federal Regulations Section 668.14(d)(1)~~

-

~~The Superintendent/President shall establish administrative procedures that make voter registration cards and materials available to all students in attendance at the institution.~~

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~~See Administrative Procedure 5610~~

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~~Board Approved 08/12/09~~

~~Reviewed by the Board Ad Hoc Committee on Policy 08/12/09~~

-

Intercollegiate Athletics

BP 5700

Reference: Education Code Sections 78223, 66271.6, 66271.8 and 67360 et seq.;
20 U.S. Code Sections 1681 et seq.; ~~COA Constitution and Bylaws, Title IX-~~
~~Education Amendments of 1972; ACCJC Accreditation Standard II.C.4~~

The District shall maintain an organized program for men and women in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.

~~Shasta College recognizes that each individual, with his/her own unique background, comes to college with special interests, needs, and aspirations which he/she hopes to fulfill. Shasta College is committed to offer as broad and gender equitable athletic program as is feasible to meet these diverse interests, needs, and aspirations. Intercollegiate athletics offers the opportunity for students to enhance their physical and mental skills by practicing and competing in a wide variety of sports programs.~~

~~Athletics in California Community Colleges are governed by the California Community College Athletic Association. This organization is headed by a State Commissioner who works in conjunction with the Commission on Athletics Governing Board. This Board is made up of community college Presidents that represent each conference in the state. Shasta College is a member of the Golden Valley Conference for most of the sports programs. The college is also an affiliate member of the Big-8 Conference, the Bay Valley Conference, and the Northern California Football Conference.~~

The ~~District~~ Superintendent/President shall assure that the athletics program complies with state law, the California Community ~~Colleges~~ College Athletic Association (CCCAA) ~~Commission on Athletics~~ Constitution and Sport Championship Handbooks ~~Guides~~, and appropriate Conference Constitution regarding student athlete participation.

See Administrative Procedure 5700

Reviewed by the Board Ad Hoc Committee on Policy 08/12/09

Board Approved 01/20/10

Reviewed by the Board Ad Hoc Committee on Policy 09/09/15

Board Approved Revisions 11/18/15

Key Services

You can apply online and get information about CALFRESH (Food Stamps), CALWORKS and MediCal www.C4yourself.com Call 1-877-652-0731 or visit HHSAs five regional offices*

Shelter: Women & Children: GNRM House of Hope 241-5754 Men: Good News Rescue Mission 241-5754

Domestic Violence Victims: One Safe Place Shelter and 24 hr. Crisis and Information Line) 244-0117

Showers: Good News Rescue Mission: 241-5754 (if you aren't staying there 7:30 - 8:30 a.m. Mon - Fri) • YMCA: 246-9622 \$10, (Mon-Fri 5-9 Sat 7-6 Sun 8-4)

Info: 211 Shasta: Dial 211 for 24-hour community resource information www.211norcal.org
24 hr. Suicide Crisis Line: 1-800-273-TALK • Community Resources Information: Northern Valley Catholic Social Service 241-0552 • Veterans: 225-5616 • Seniors: 223-6034 • Domestic Violence 24 hr.: 244-0117 • Disabilities: 242-8550 • Teens: 365-9260

Accessing Services: Need help in accessing services or filling out paperwork?

Contact your nearest HHSAs Social Services Regional Office for assistance:

Anderson: 229-8200 Burney: 335-6700 Shasta Lake: 275-7500 Downtown Redding: 229-8441 Enterprise: 224-4894

Need Help to Quit Smoking?
1-800-NO BUTTS

Motel: If you are on or eligible for CALWORKS, their homeless program may pay for a motel, rent and utility deposits: 1-877-652-0731

Good News Rescue Mission: GNRM can accommodate medical shelter needs including bed rest during the day at their shelter.

Food: Food bank & food program locations and hours throughout Shasta County: Dial 211

Meals & Food for Seniors: Dignity Health 226-3061 (Lunch Centers, Meals on Wheels, Brown Bag & USDA Commodities)

Meals: Three meals a day for anyone: Good News Rescue Mission 241-5754 (6:30 am, noon, and 5:15 pm, Sunday lunch at 1:00)

Food Banks: The Salvation Army 222-2207 (W, TH 9 - 11:30) • Good News Rescue Mission Friday Food Bank 241-5754

People of Progress: 243-3811 (M-F 9-noon and by appt. only 2-4) • Dignity Health Food Bank: 226-3071 (1st/3rd F 8-9)

Monthly Food: CALFRESH Food Stamps: 1-877-652-0731 WIC-, pregnant women, infants & children up to age 5): 225-5168

USDA Commodity Program and Food Bank operated by Dignity Health (not just for seniors) Call for days and time: 226-3071

Clothing: People of Progress: (M-F 10-11) 243-3811 • Salvation Army (M, T, W 1-2) 222-2207 • GNR Mission: (M, T, W, F 7:30-2) 241-5754

Employment or Income: EDD Employment Development Workforce Services: 225-2185 •

The SMART Center (job listings, resumes) 246-7911 • CALWORKS: (families with children) 1-877-652-0731 • General Assistance

(income, job search, resumes): 229-8150 • Labor Ready: (day labor private employer) 242-6855

Free Cell Phone & Service for Low Income Persons: 800-723-3546

www.safelinkca.com The Lifeline Program can be used either for your home phone or a free cell phone, but not both.

Walking & Bicycling Trails:
www.healthyshasta.org

Counseling: 24 hr. Suicide Crisis Line: 1-800-273-TALK • Domestic Violence: One Safe Place 24 hr. Crisis/Info Line: 244-0117

• Shasta County Mental Health: (direct services and referrals) 225-5200 • Hill Country Wellness Center: (for people throughout Shasta County) 337-6243 • Northern Valley Catholic Social Service: 241-0552

Drug/Alcohol: For information and referrals to all community programs call: Shasta County Alcohol/Drug: 225-5240

Medical or Health Services: MediCal: 1-877-652-0731 • HOPE Van: 246-5765 • Shasta Community Health Center

(Medical & Dental): 246-5710 • Good News Rescue Mission (Dental): 241-5754 • Shasta Regional Medical Center: 244-5400 • Mercy

Medical Center: 225-6000 • Hill Country Wellness Center Medical 337-6243/Dental 337-6244 • Redding Rancheria (Native Americans):

224-2700 • Veterans Outpatient Clinic: 226-7675 • Shasta County Public Health: 225-5591 • Women's Health Specialist (Men/Women's

health check-ups & birth control): 221-0193 • Planned Parenthood: 351-7100 • IHSS/In Home Support Services: Info on eligibility to have an IHSS worker, hiring a worker, signing up to become a worker: 225-5507

Legal Help/Info: Family Law Facilitator: free info and workshops about filings and procedures on custody, support, visitation, divorce/separation/annulment, paternity, orders to show cause, modification and default 245-6900, Legal Services of Northern California: 241-3565 (Housing, Benefits, Medical, Utilities, Seniors, etc.), Senior Legal Services of Northern California 1-888-354-4474

Housing & Utilities: Tenant Rights: 241-3565 Utilities: Ask your utility company for all payment options and referrals Rental

Listings, information for group living, & transitional housing programs: Northern Valley Catholic Social Service: 241-0552 Veterans:

Veterans Resource Center: 223-3211 People with disabilities: Disability Action Center: 242-8550

Families with Children: One-time rent, deposits, and utility assistance for families on or eligible for CALWORKS: 1-877-652-0731

Seniors: Golden Umbrella: 223-6034 **Young Adults & Teens formerly in Foster Care:** Independent Living Program 365-9260

Veterans: Check veteran programs for new programs, new eligibility & housing. Veterans Resource Center: 223-3211 VA

Outpatient Clinic: 226-7555 Veterans Service Office: 225-5616 EDD Veterans Employment Services: 225-2191

Transportation: RABA monthly passes (disability & senior discounts): 241-2877 Ask organizations for emergency bus passes.

Passes for essential appointments: People of Progress: 243-3811 • Senior Transportation 226-3075 • Living Hope Bicycles & Repairs: 243-8066

CALFRESH FOOD STAMPS & CALWORKS * 1-877-652-0731
Disability Action Center
1600 West Street, 242-8550

EDD Workforce Services
1325 Pine St. 225-2185
Family Law Facilitator 245-6900
1500 Court Street, Room 115

General Assistance
2460 Breslauer Way 229-8150

Golden Umbrella
200 Mercy Oaks Drive 223-6034

Good News Rescue Mission
House of Hope
3100 South Market St. 241-5754

Goodwill
1643 Hilltop Drive 351-7677

HHSAs Health & Human Services
1-877-652-0731

HOPE Van 246-5765

Hill Country Wellness Center
317 A Lake Blvd, Redding 337-6243

HWY 299 Round Mountain
IHSS In Home Supportive Service
2640 Breslauer Way 225-5507

Labor Ready 242-6855
113 Lake Blvd.

Legal Services of Northern Calif.
1370 West St. 241-3565

Living Hope Bike Repair
1043 State Street 243-8066

Mercy Medical Center
2175 Roseline Ave. 225-6000

Northern Valley Catholic Social
Service (NVCSS) 241-0552
2400 Washington (off Park Marina)

One Safe Place 244-0117
Client Services: 2250 Benton Dr.

24-hour Crisis Line
People of Progress 243-3811

1242 Center St. (off Shasta near Calif.)

Planned Parenthood 351-7100
2935 Bechelli Lane #C

RABA (public transit) 241-2877
Yuba between Oregon & California

Redding Housing Authority
777 Cypress Avenue 225-4048

Redding Rancheria Health Clinic
1441 Liberty Street 224-2700

Salvation Army 222-2207
2691 Larkspur Lane

Senior Legal Services of Northern
California 1-888-354-4474

Senior Transportation 226-3075
Shasta Community Health Center

1035 Placer St. 246-5710

Shasta County Alcohol & Drug
2640 Breslauer Way 225-5240

Shasta County Housing Authority
1450 Court St. Rm. 108 225-5169

Shasta County Mental Health
2640 Breslauer Way 225-5200

Shasta County Public Health
2650 Breslauer Way 225-5591

Shasta Regional Medical Center
1100 Butte Street 244-5400

S.S.N.P. "Dignity Health"
100 Mercy Oaks Drive 226-3071

SMART Employment Center
1201 Placer Street 246-7911

Veteran Employment Service EDD
1325 Pine Street 225-2191

VA Outpatient Clinic 226-7555
351 Hartnell Avenue

Veterans Resource Center
153 Hartnell Ave. #100 223-3211

Veteran Service Office 225-5616
1855 Shasta Street

WIC (various locations) 225-5168

Women's Health Specialists 221-0193

* Offices: Anderson, Burney, Enterprise
Shasta Lake and Downtown Redding

Food Assistance List

Resource Information Provided by: United Way of Northern California

FOOD PROGRAMS

Program Availability: D=Daily W=Weekly M=Monthly

Anderson Cottonwood Christian Assistance

2979 East Center St. Anderson 365-4220 Tue & Fri 10-1:45
ID & Proof of Anderson/Cottonwood/Happy Valley/Shingletown address
Required, Redding service limited to address south Knighton road only.

M

CALFRESH (FOOD STAMPS)

877-652-0731 for info or you can apply online at www.C4Yourself.com or
visit a HHS regional office in Anderson, Burney, Downtown Redding,
Enterprise or Shasta Lake. Helps people with low/no income buy food.

M

Dignity Health (S.S.N.P.)-Not just for seniors

100 Mercy Oak Dr. Redding 226-3071. 1st & 3rd Fridays 8-9am, for low
income. Photo I.D. and proof of address required.

M

Good News Rescue Mission - Friday 8-10am

3100 S. Market St. Redding 241-5754 Bread available most days after 10

D

People of Progress Resource Center & Food Bank

1242 Center St. Redding 243-3811 M-Fri. 9-12 and open by appt. only 2-4
(Clothing 10 and 11am) Emergency food, clothing, and information to
identify resources and strategies. SS# required. ID requested

M

Redding Loaves & Fishes

1180 Industrial St., Suite A (behind Grocery Outlet) Call first 241-1108
Saturdays 9-12:00. Photo ID, SS# proof of address required (Vets Sunday)

M

The Salvation Army -Compassion Food Ministry

2691 Larkspur Redding 222-2207 Food: Tues & Thurs. 9-11:30am
Monthly food for seniors & families with kids.
Weekly perishables for anyone. Call for other services. Photo I.D., SS#,
Proof of address and income verification required.

W/M

USDA COMMODITIES

226-3071 for all low income or no income individuals working or not.
Available at nine locations in Shasta County (Lakehead, Cottonwood,
Shingletown, Shasta Lake, Anderson, Happy Valley, Round Mountain, Burney,
Redding

M

WIC-Pregnant Women, Infants, Children up to age 5

Call 225-5168 for appt. Offices in downtown Redding, Enterprise, Anderson
Shasta Lake, Burney, Shingletown and McArthur. Nutritional counseling
& food vouchers for pregnant women & children up to 5 years old.

M

Bethel Church/ Kitchen Ministry Redding 246-6000

Fall River Mills Community Food Pantry 336-5304 or 336-5127

Hill Country Health & Wellness Center Round Mountain 337-6243

Living Hope Membership Food CO-OP 1043 State St. Rdg. 243-8066

Shasta Lake Community Pantry - 1st Baptist Church 275-8052

Shasta Lake United Methodist Church SLC, Mt.Gate and Jones

Valley residents only, by appt 275-6353

Shingletown Grassroots Emergency Food Closet 474-4220

St. Francis of Assisi Catholic Church Burney 335-2372

Tri County Community Network Burney Food Card & Class
335-4600

MEALS

Bethel Kitchen Ministry

935 College View Drive Redding 246-6000

Dignity Health

226-3071 call about low cost meals served at four centers.
Meals on Wheels home delivery program and the Brown Paper Bag Program.
Groceries twice per month.

Good News Rescue Mission

3100 S. Market St. Redding 241-5754. Meals every day. Breakfast- 6:30am
Lunch 12pm (Sun 1pm) Dinner 5:15pm. Be there by 6:30pm to stay in the
shelter.

Valley Christian Fellowship - Caldwell Park Sunday Lunch

243-7479 Valley

Thrift Store Locations

All Saints Thrift Shop-All Saints Episcopal Church -

3268 Bechelli Lane Redding 223-2523 Mon-Thurs 10-4pm & Fri 10-1pm

American Cancer Society Discovery Shop-2961 Churn Creek Rd.

Redding 221-3970 Mon-Fri 10-6pm & Sat-Sun 10-5pm

Clothes That Work (NVCSS) - 2400 Washington Ave. 3rd Floor Redding

247-3320 Mon-Fri 10-2pm

Clothing Exchange - 2960 Churn Creek Rd. Redding 222-1367 Mon-Fri 10-

6pm, Sat 10-4pm also 2666 Gateway Dr. Anderson 365-0188 Mon-Fri 10-5pm,
Sat 10-4pm

ETC. Thrift Shop-Frontier Senior Center-2965 E Center St. Anderson

365-2533 Mon-Fri 10-4pm

Goodwill-1643 Hilltop Dr. Redding 351-7600 M-Fri 9-9pm, Sun 10-7pm

People of Progress (POP) - 1242 Center St. Redding 243-3811 Mon-Sat 10-
5pm, closed Sun. Store supports our Emergency services

Love Your Pet Thrift Shop-2275 Eureka Way Redding

515-6262 Tues-Sat 10-6pm

Sacred Heart Thrift Store-Sacred Heart Catholic Church-2652

Gateway Dr. Anderson 365-5853 Mon-Sat 10-4pm

Salvation Army Thrift Store - 4460 Westside Rd. (Hwy 273 & Breslauer)

Mon-Sat 10-6pm

Second Helpings-First Christian Church -

2636 Churn Creek Rd. Suite #B Redding 226-8000 Tues-Sat 10-4pm

Superior Thrift Store - 62 Lake Blvd Redding 229-0955 Mon-Sat 10-6pm

Closed Sun.

Tails of Rescue - 981 Lake Blvd Redding 448-7444 Tues-Fri 10-4pm

The Attic-The Oregon Street Attic - 1336 Oregon St. Redding 243-3688

Mon-Fri 10-2pm

Note: Programs may change times and day of service. Information is correct 9/24/2019. Some
programs request or require photo ID, proof of address and income. Programs listed do not
require referrals. Most programs that are not located in Redding only serve people living in
their own community or area. This flyer updated and provided by United Way of Northern California ©2019
Redding, CA, USA. Please copy and distribute with this information.

Do you need?

Medical Insurance,

To save for Retirement,

To learn how to manage your
finances and credit,

Or help with filing your
incomes taxes.

We provide FREE services!
To get started, call and make an
appointment. 530.241.7521



United Way
of Northern California

*“Our Mission is to fight
for health, education
and financial stability of
every person in our
community”*

United Way of Northern California

2280 Benton Drive, Bldg. B

Redding, CA 96003

Phone: 530.241.7521

United Way of
Northern California



Community

Impact

Programs



Cover California Health plan is for everyone. Covered California is where Californians can shop for and compare quality healthy insurance. You may even get help paying for it. Covered California offers free, local, in-person enrollment help, online chat, and telephone assistance in thirteen languages as well as for the hearing-impaired.



CalSavers is California's retirement savings program for workers in the private sector who do not currently have a way to save at work. It's simple and completely voluntary for employees. CalSavers also applies to employers with five or more employees who do not offer a retirement. Savings calculator:

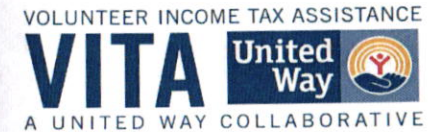
<https://saver.calsavers.com/home/savers/calculator.html>



California Earned Income Tax (CalEITC) is a cashback tax credit that puts money back into the pockets of California workers. California Earned income tax, along with the federal EITC, can result in hundreds or even thousands of extra dollars in your pocket. That's money you can use for rent, school tuition, utilities, groceries and other important expenses. You may be eligible for a refund, depending on how much money you earn from work. Find out how much you could get back on your returns, thanks to state and federal EITCs! Calculate your EITC at : www.CalEITC4Me.org/earn-it



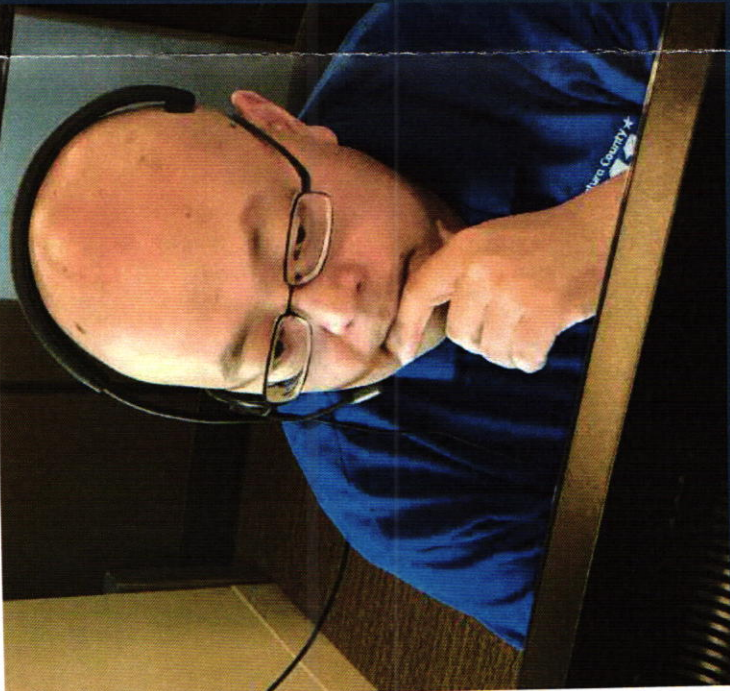
The FDIC financial education program can help people of all ages enhance their financial skills, create positive banking relationships, provide tools for saving now and for your future, and even teach you how to repair your credit.



The Volunteer Income Tax Assistance program offers free tax help to households under \$66,000.00, single under \$35,000, and persons with disabilities and limited English speaking taxpayers who need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.



MyFreetaxes.org is an online service to help households earning less than \$66,000 with free state and federal tax preparation and filing services. Household earning more than \$66,000 can also file their income taxes (fees apply). MyFreeTaxes is an online initiative allowing free tax assistance in all fifty states (and the District of Columbia). It is operated by United Ways of California, on behalf of and in partnership with our local United Way members and H&R block.



CALL 2-1-1, THERE'S ALWAYS AN ANSWER



CALL 2-1-1

Dial 2-1-1 from any phone in Tehama or Shasta County to be connected to a LIVE specialist, 24/7/365.

Out of area? To get Shasta County information dial 855-211-7822. For Tehama County information dial 866-963-8182.



TEXT 2-1-1

Text your ZIP Code to TXT211 (898-211) to be connected to a LIVE specialist, 24/7/365. This two-way texting service is available in English and Spanish.



VISIT ONLINE

Browse our easy to use online database at 211norcal.org. This website also has up to date information on news & events and important health and disaster information as needed.

STAY CONNECTED



GET CONNECTED, GET ANSWERS

2-1-1 is an easy-to-remember telephone number that connects Shasta & Tehama County residents to health & human services resources available in their community.

This service, provided by United Way of Northern California, is FREE and confidential. 2-1-1 NorCal is staffed with live call specialists who are available 24 hours a day, seven days a week, in over 150 different languages.

2-1-1 has resources for food, shelter, health & mental health, utility assistance, disaster information and more. To connect, dial 2-1-1 from any phone, text your zipcode to 898-211 or visit online at 211norcal.org.

United Way of
Northern California



HOW IT WORKS

When callers dial 2-1-1 or text their zip code to 898-211, they are greeted by a live trained 2-1-1 NorCal call specialist, who assesses their situation and taps into a locally cultivated database, finding appropriate resources to fit their needs. Callers can be given referrals over phone or have information texted to their cellular device.

FIND RESOURCES FOR...

- Food
- Clothing
- Housing/Shelter
- Utility Assistance
- Substance Abuse Services
- Children's Services
- Transportation
- Employment Assistance
- Senior & Veteran Services
- Health & Mental Health Services
- Legal Services
- And much more!

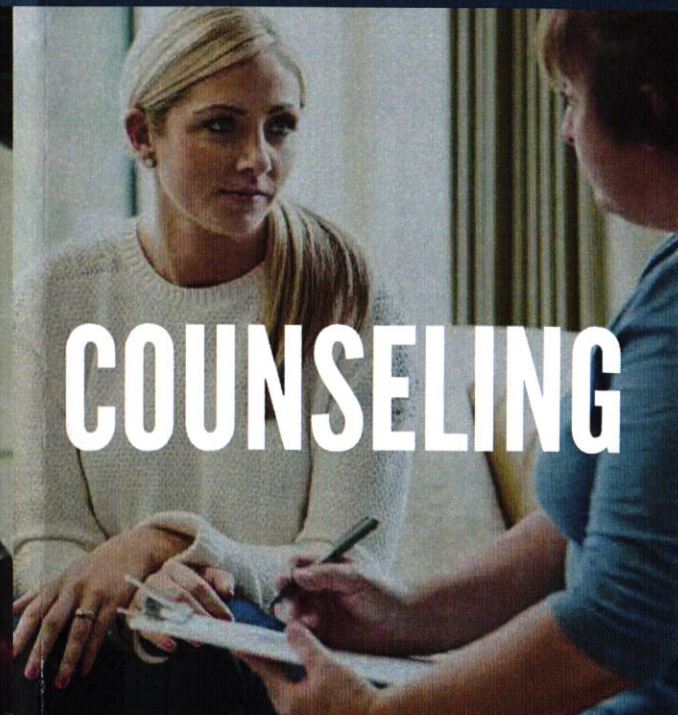
DISASTER ASSISTANCE

Whether in times of natural disaster or in the event of a community crisis, 2-1-1 is committed to being the first, most essential resource to anyone who needs help.

During times of crisis, 2-1-1 works with local emergency response networks to gather information in one easily accessible place, minimizing calls to 9-1-1 and keeping the community informed with up-to-date information on all platforms.

ADDITIONAL INFORMATION ONLINE

A variety of special topic resource pages are available at 211norcal.org. Topics include resources for Spanish-speaking residents/Hispanic community, youth, those at risk for significant health needs and more.



Se Habla Español



211®

Get Connected. Get Answers.

www.211norcal.org



Get Connected, Get Answers

Food, Clothing, Shelter, Utility Assistance, Substance Abuse & Mental Health Services, Senior Services, Employment Assistance, Disaster/Crisis Information & More

Access by dialing 2-1-1 from any phone in Tehama or Shasta Counties, texting your zip code to 898211 (TXT211) or visiting us online at 211norcal.org

If calling from out of the area, dial 1-855-211-7822 (Shasta) or 866-963-8182 (Tehama)

**You're not alone.
Help is at your fingertips.**



Text "OPIOID" to 898211

Standard msg&data rates may apply. Text STOP to opt-out. For end user privacy and terms and conditions of texting with 898211, go to: <http://www.preventionpaystext.com/policies/>
Powered by PreventionPays Text.



United Way of
Northern California

Funding
Provided by:



Dignity Health.
Mercy Medical Center
Redding

NorCal 
2-1-1
Get Connected. Get Answers.
www.211norcal.org

Friday office hours - Redding Campus
Spring 2020

STUDENT SERVICES PROGRAMS				
ADMISSIONS & RECORDS	158	242-7650	8:00am-12:00pm	12:00pm-5:00pm Friday (phones only)
TESTING CENTER	2215	242-7751 242-7866	8:00am-2:00pm	Occasionally later for PACE exams
CAREER/TRANSFER CENTER	126	242-7570	8:00am-4:30pm	
COUNSELING APPTS.	126	242-7724	8:30am - 3:30 pm	
FINANCIAL AID			8:00 am - Noon	
HEALTH & WELLNESS SERVICES	2020	242-7580	8:00am - 12:00pm & 1:00pm - 4:00pm	
EOPS (including SCI*FI)	2005	242-7540	8:00 am - 4:30	
OFFICE OF STUDENT LIFE			8:00am - 4:30pm	
PACE	2006		8:00 am - 4:30	
STUDENT SUPPORT SERV./TRIO	2087	242-7690	8:00 am -4:30 pm	
TRIO			8:00 am -4:30 pm	
UMOJA			1:00pm-2:30pm	
VETERANS CENTER			Friday 8:00 am - 12:00 pm	
STUDENT SUCCESS CENTER	102	242-7671	8:00 am - 5:00 pm	
ACADEMIC				
ARTS, COMMUNICATIONS, & SOCIAL SCIENCES	622	242-7734	8:00am-4:00pm	
BAITS			8:00am-4:00pm	
SLam			8:00 am - 5:00 pm	
LIBRARY	200	242-7550	7:45am - 3:45pm	
MATH, BUSINESS & WRITING CENTER			8:00 am -5:00 pm	
SCIENCE LEARNING CENTER			8:00am - 12:00pm	
OTHER				
CAFETERIA	2000	242-7770	closed	
BUSINESS OFFICE	105	242-7680	8:00am-3:00pm	
BOOKSTORE	2301	242-7574	8:45 am - 1:00 pm	
STARBUCKS	200		7:00 am - 2:00 pm	

Effective March 1, 2020

Offices and services within Student Services will close at 2:00 pm

There will be an information center in the 100, 2000, and 2300 buildings open until 4:30.