

# STUDENT HANDBOOK

## STUDENT RIGHTS AND RESPONSIBILITIES

### FERPA ANNUAL NOTIFICATION

Student Records - Family Educational Rights and Privacy Act (FERPA) Student Release of Information

The Family Educational Rights and Privacy Act (FERPA) afford student certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day Taft College receives a request for access. Students should submit to the Director of Admissions Office written requests that identify the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Taft College to amend a record that they believe is inaccurate. They should write the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Taft College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Taft College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Taft College has contracted (such as an attorney, auditor, collection agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Taft College has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Taft College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taft College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC, 20202-4605

At its discretion Taft College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Taft College includes the following: Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members. Degrees and awards received by students, including honors, scholarship awards, athletic awards and the President's and Vice President's Lists of recognition. Students may withhold Directory Information by notifying the director of Admissions in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Requests for non-disclosure will be honored by Taft College for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Admissions and Records Office.

Taft College's Annual notification to students is consistent with its obligations under FERPA. Taft College annually notifies students and their parents of the rights accorded to them by FERPA. Students and their parents shall be advised of their rights regarding educational records in the Taft College class schedule, student handbook, and the Taft College website.

For additional information on FERPA or student confidentiality contact: The Director of Admissions and Records at (661) 763-7870.

## ACADEMIC DISHONESTY

Academic dishonesty is defined by the college as any act (such as cheating on exams, quizzes, projects, plagiarism, fabrication, or falsifying documents) by any student that would gain that student or any other student an unfair advantage or disadvantage (sabotage) in grading, graduating from the college, or qualifying for entrance into any academic program.

**Academic dishonesty or academic misconduct** is any type of cheating that occurs in relation to a formal academic exercise. It can include the following:

- Utilizing or obtaining Teacher's editions or publications not intended for student use.
- Plagiarism: Representing the ideas of another as your own; not giving credit to the source for words presented as being your own work.
- Fabrication: Faking the data in an academic exercise; presenting false information in an assignment; deliberately deviating from the truth.
- Deception: Giving fabricated information to an instructor in regard to academic work; providing a false reason for missing a deadline or lying about submitted work.
- Cheating: Attempting to obtain an unfair academic advantage by violating accepted rules or standards.
- Sabotage: Stopping others from completing their work; a deliberate act of destruction to academic materials or disrupting an experiment or assignment.

All acts of academic dishonesty shall be reported to the Vice President of Student Services as a behavioral breach of conduct. All work that results from such acts will receive a grade of "0." No student shall have the opportunity to make up work for which an act of academic dishonesty has been committed. All work for which the student has been assigned a "0" for cheating will be calculated into the student's final grade. In addition, faculty may report academic dishonesty to the Vice President of Student Services with a recommendation to suspend or remove the student from the course as a penalty for their behavior. If after reviewing the situation with the student, the Vice President concludes that a disciplinary action is appropriate, the administrator shall deliver one or more of the following types of disciplinary action.

1. Warning
2. Reprimand
3. Disciplinary Probation
4. Suspension
5. Disciplinary Suspension
6. Expulsion

The Vice President of Student Services keeps a record of all reported violations of academic dishonesty. Depending on the severity and/or frequency of reports for a given student, the Vice President of Student Services may recommend that these acts become a part of the student's permanent record. This record may be used as a basis for removing a student from the institution or barring a student from returning to the institution. The Vice President of Student Services reviews an alleged violation and determines if the report is fair and just, and if not, the Vice President can then act to establish fairness and due process for each case.

The student can appeal the Vice President's decision to the Disciplinary Appeal Committee. This hearing panel is composed of two members of the ASB, two faculty appointed by the Academic Senate President, and one certificated employee appointed by the Superintendent/President of Taft College. If the student decides to appeal the decision of the Disciplinary Appeal Committee, they can appeal to the Board of Trustees of Taft College.

It is the goal of this policy to maintain the integrity of the educational process while also respecting students' rights of fair due process.

---

## STANDARDS OF STUDENT CONDUCT

---

### Introduction

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation. (Education Code Section 66300) The purpose of this policy is to provide uniform procedures to assure due process when a student is charged with violation of these standards.

### STANDARDS OF STUDENT CONDUCT VIOLATIONS

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an

intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. 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.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse, of college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the District.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. 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.
19. Violations of District regulations or procedures concerning the use of District technology resources, District regulations concerning student organizations, and/or the use of District facilities.
20. 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 cyber bullying, which is bullying conduct engaged in by electronic means.
21. Failure to comply with directions of District personnel acting in the performance of their duties, or failure to identify oneself for just cause when requested to do so by District personnel acting in the performance of their duties.

## **1. REMOVAL BY INSTRUCTOR**

Pursuant to the authority contained in Education Code Sections 76030-76037, the Board of Trustees permits an instructor to remove a student from his or her class for the day of removal and the next class meeting. Removal must be immediately reported in writing to the Vice President of Instruction or Vice President of Student Services.

## **2. STUDENT DISCIPLINE PROCEDURES (not applicable to removal by instructor: See #1)**

### **SCOPE**

All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the college's standards of student conduct (see Academic Dishonesty policy).

These discipline provisions do not apply to:

1. Grievance procedures
2. Residence determination
3. Other academic and legal requirements for admission and retention

(These procedures do not apply to removal by instructor under Section #1)

The college independently of any charges filed through civil or criminal authorities, or both may take disciplinary measures.

### **DEFINITIONS OF STUDENT DISCIPLINE TERMS**

1. Warning – Written or oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
2. Reprimand – Written censure for violation of specific regulations.
3. Disciplinary Probation – Specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
  - a. Ineligibility for all college organization offices;
  - b. Removal from any college organization office held;
  - c. Revocation of the privilege of participating in college and/or student-sponsored activities;
  - d. Ineligibility for state or district financial aid for a period not less than the period for which a recipient has been suspended pursuant to these procedures, or ineligibility for state or district financial aid for a period not to exceed two (2) years subsequent to a determination to these procedures, that a recipient willfully and knowingly disrupted the orderly operation of the campus. (Education Code Section 69810, 69811)
4. Suspension – Temporary exclusion from a student status, or other privileges or activities, for a specified period of time.
5. Expulsion – Permanent termination of student status.
6. Administrator – The College Superintendent/President or other person or persons designated by him or her to maintain order, handle disciplinary questions on campus, or represent the college before a Disciplinary Hearing Committee.
7. Loss of Privileges – Denial of specified privileges for a designated period of time.
8. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
9. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Administrator).
10. Records Hold – The Administrator may place a "HOLD" on all of a student's records for a period not to exceed one (1) calendar year.
11. Days – Days during which college is in session and regular classes are held, including summer session days, and excluding Saturdays and Sundays, unless otherwise specified in the procedures.

### 3. HEARING AND DISCIPLINARY PROCEDURES (not applicable to removal by instructor: see #1)

#### NOTIFICATION OF HEARING

Students charged with alleged violations of the Standards of Student Conduct will be provided with written notice to meet with the Administrator or designated representative, for a conference regarding the basis for possible disciplinary action. The notice should normally be given at least one (1) day prior to the scheduled appointment.

The meeting with the Administrator shall contain the following:

1. A statement of his/her rights;
2. A written statement of charges to the student;
3. A reasonable opportunity at the meeting for the student to personally answer the charges;
4. Notification to the student of disciplinary action(s) that may be or will be taken;
5. Written notification to the student of further meetings if deemed necessary by the Administrator;
6. Written notification to the student of his/her right of appeal to the Disciplinary Appeal Committee.

#### DISCIPLINARY ACTION

If, after reviewing the situation with the student, the Administrator concludes that a disciplinary action is appropriate, the Administrator shall deliver one or more of the following types of disciplinary action.

##### 1. **Warning**

The student will receive a written or oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.

##### 2. **Reprimand**

Action placing on record (in the student's cumulative folder) that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving an oral or written reprimand by the Administrator is thereby notified that continued conduct of the type described may result in further disciplinary action against the student.

##### 3. **Disciplinary Probation**

- a. Disciplinary action resulting in any one or more of the following:
- b. Ineligibility for all college organization offices;
- c. Removal from any college organization office held;
- d. Revocation of the privilege of participating in college and/or student-sponsored activities;
- e. Termination of state and/or local financial aid.

This action by the Administrator may be imposed upon an individual, group, or groups of students for a period not to exceed one (1) academic year. Repetition, during the probationary period, of conduct resulting in disciplinary probation may be cause for suspension or other disciplinary action.

##### 4. **Loss of Privileges**

Denial of specified privileges for a designated period of time.

##### 5. **Restitution**

Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

##### 6. **Discretionary Sanctions**

Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Administrator)

##### 7. **Records Hold**

The Administrator may place a "HOLD" on all of a student's records for a period not to exceed one (1) calendar year.

## 8. Suspension

Disciplinary action denying all campus privileges for a specified period of time. A suspended student may be barred from occupying any portion of the campus and may be denied all college privileges including class attendance for a specified, limited period of time. There shall be two classes of suspension. The first, "summary suspension" is to protect the school from the immediate possibility of disorder or threat to the safety of students. The second, "disciplinary suspension", serves as a penalty against the student as a result of the failure of his conduct to meet standards expected at the college.

### a. Summary Suspension

Summary suspension shall be limited to only that period of time necessary to insure that the purposes of the summary suspension are accomplished. In no case shall such suspension exceed ten (10) days.

- b. The Superintendent/President, Vice President of Student Services, or other staff members designated by the Superintendent/President, may summarily suspend a student when he/she deems this action necessary for the safety and welfare of the college.
- c. A summary suspension is to provide opportunity for investigation, to serve as a means of relieving the tension of student body due to the serious infraction of the student behavior standards, or to remove a threat to the well-being of the students and/or the good order of the college which would prevent the continued normal conduct of the academic community.
- d. A summary suspension is not considered disciplinary action against the student.
- e. The Superintendent/President shall also be notified promptly in writing of all suspensions.
- f. Should it appear necessary for the summary suspension to continue in effect for over an extended period, steps should be taken promptly and not later than two (2) days after the commencement of the summary suspension, to institute a disciplinary suspension which shall take effect no later than ten (10) days after the effective date of the summary suspension.

## 9. Disciplinary Suspension

The administrator may suspend a student for good cause. (Education Code Section 76033)

- a. From one or more classes, for up to 10 days of instruction.
- b. From one or more classes for the remainder of the school term;
- c. From all college classes and activities for one or more terms.

## 10. Expulsion

Expulsion requires formal action taken by the Board of Trustees. The board may expel:

- a. When other means of correction fails to bring about proper conduct, or;
- b. When presence of the student causes a continuing danger to the physical safety of the student or others.

## 11. Time Limit for Appeal to Disciplinary Appeal Committee

Any request for a hearing before a Disciplinary Appeal Committee must be in writing and delivered to the administrator within forty-eight (48) hours of that administrator's decisions.

## 12. Miscellaneous

- a. Whenever the student to be suspended or expelled is under 18 years of age, his/her parents or guardian shall be notified in writing by the administrator.
- b. Upon suspension or expulsion of a student for violation of Penal Code 245 (assault with a deadly weapon likely to produce great bodily harm), the administrator shall notify the appropriate law enforcement agency.
- c. The fact of any disciplinary action and the reasons therefore shall be recorded on the student's records subject to access, review, and comment by the student as authorized by the Family Educational Rights and Privacy Act (20 USC Section 2332g) and Education Code Section 76200 et seq.

All access or release of such records to members of the public shall also be in accordance with applicable state and federal law.

- d. Specified times may be shortened or lengthened by mutual concurrence of all parties.

## **5. APPEAL PROCEDURE (not applicable to removal by instructor: see #1)**

### **THE HEARING PANEL**

There shall be on campus a standing panel from which one or more Disciplinary Appeal Committees may be appointed. The panel shall be made up of the following:

1. All full-time students (enrolled in 12 or more units);
2. All full-time, certificated personnel except those designated as management;
3. All full-time, certificated management personnel with the exception of the Vice President of Student Services or designee.

### **THE DISCIPLINARY APPEAL COMMITTEE**

From the panel described above, the Associated Student Body President shall appoint two students, the President of the Academic Senate shall appoint two certificated personnel, and the Superintendent/President shall appoint one certificated, management person.

Either the student or the Administrator may challenge any member of the Disciplinary Appeal Committee for cause. Any challenge must be made in writing not later than one (1) day prior to the hearing. Grounds for cause include any disciplinary problem, and statement made on the matters at issue, or any other act or statement indicating that a person could not act in a neutral manner. The Superintendent/President shall determine the validity of the challenges. The appropriate group will appoint the appropriate replacements.

Prior to the commencement of the actual hearing, the Disciplinary Appeal Committee members shall receive from the Administrator copies of these procedures, meet along, and select a chairperson. If the members cannot reach mutual agreement on a chairperson, the Superintendent/President shall designate a member to serve as chairperson. The chairperson shall preside over the hearing and make rulings as to its conduct.

### **RIGHT TO REPRESENTATIVE**

The student may represent himself/herself, and may also have the right to be represented by a person of his or her choice including an attorney if in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

### **THE HEARING**

#### **1. Opening**

The chairperson shall call the hearing to order, introduce the participants, and announce the purpose of the hearing, e.g., "this committee meets to hear an appeal of disciplinary action against \_\_\_\_\_ and to make findings of fact and recommendations for action to the Board of Trustees if needed.

#### **2. Charges and Disciplinary Action**

The chairperson shall distribute copies of the charges and disciplinary action taken.

#### **3. Plea**

The student shall admit or deny each charge. If the student admits each charge, and wishes to present no evidence of mitigating circumstances or other defense, the committee shall retire to make its decision. If the student denies any or all of the charges, or wishes to present evidence of mitigating circumstances, the hearing shall proceed.

#### **4. Burdens of Proof and of Producing Evidence**

The Administrator has the burden of proving that each charge is true. The student shall be regarded as innocent of the charges until the contrary is established by the Administrator by a preponderance of the evidence. "Established by a preponderance of the evidence," means that the Administrator has the initial burden of producing evidence to prove each charge. The Administrator must present the evidence in support of the charges first, and then the student must present evidence to refute the Administrator's evidence.

#### **5. Arguments**

First the Administrator, and then the student, shall be afforded an opportunity to make or waive an opening statement, i.e., give an outline of the charges and the facts to be proved. The student may reserve his/her opening statement until after the Administrator has finished presenting the case for the college. After the opening statements, first the Administrator, and then the student shall have the opportunity to present witnesses and other relevant evidence in support of the case.

#### **6. Evidence**

Formal rules of evidence shall not apply. All relevant evidence is admissible, including but not limited to testimony of witnesses, physical objects, police reports, photographs, copies of documents, and signed and dated declarations of witnesses shown to be unavailable.

#### **7. Hearings**

Hearings shall be closed and confidential unless the student requests 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 panel agree to the contrary.

The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the College at all times, unless releases to a professional transcribing service. The student may request a copy of the tape recording.

#### **8. Absence of the Student**

If the student charged does not appear or if the student leaves the hearing before its conclusion and no satisfactory explanation for the absence is made, the hearing shall proceed without the student, and the committee shall reach a decision based on the evidence presented.

#### **9. Conclusion**

First the Administrator, and then the student, shall be afforded the opportunity to make or waive a closing argument. The committee shall retire to deliberate with only the members of the committee present. The hearing committee shall reach its decision based only upon the record of the hearing and shall not consider matters outside of that record. Within five (5) days of the hearing, the chairperson should deliver to the Superintendent/President, the student, and the Administrator a written report giving specific findings of fact as to each charge, and making recommendations for action arrived at by a majority vote of the committee.

The committee may adopt the Administrator's recommendations for action, may adopt a less severe sanction, or may adopt a more severe sanction.

The College Superintendent/President will report the decision and recommended action to the Board of Trustees.

#### **6. APPEAL TO THE BOARD OF TRUSTEES (not applicable to removal by instructor: see #1)**

Either the student or the Administrator may appeal the decision of the Disciplinary Appeal Committee to the board of Trustees by filing an appeal with the Superintendent/President. Any such appeal shall be submitted in

writing within five (5) days following receipt of the Disciplinary Appeal Committee's decision and shall state specifically the grounds for appeal. Appeal shall be based only on the record of the Disciplinary Appeal committee. Both the student and the Administrator may submit written statements on appeal.

The Superintendent/President shall review the record of the hearing and the documents submitted to verify that all prior steps of these disciplinary procedures have been completed. The Board of Trustees shall then be provided with copies of the decision, with all documentation and related data.

The Board should consider student disciplinary appeals at any regularly scheduled public meeting held within thirty (30) days of receipt of the appeal by the Superintendent/President's Office.

The Board shall, unless otherwise requested by the student involved, hold executive sessions if the Board is considering a suspension, or disciplinary action or any other action except expulsion if a public hearing upon such question would lead to the giving out of information concerning students which would be in violation of Education Code Section 76240 et seq. protecting the privacy of student records. Before calling such an executive session of the governing board of the district to consider these matters, the governing board of the district shall, in writing, by registered or certified mail or by personal service, if the student is a minor, notify the student and his parent or guardian, or the student if the student is an adult, of the intent of the governing board of the district to call and hold such executive session. Unless the student, or his parent, or guardian, shall, in writing, within forty-eight (48) hours after receipt of such written notice of intention, request that the hearing of the governing board be held as a public meeting, then the hearing to consider such matters shall be conducted by the governing board in executive session. If such written request is served upon the clerk or secretary of the governing board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting or on behalf of whom such meeting is requested, shall be in executive session. Whether the matter is considered at any executive or at a public meeting, the final action of the governing board of the school district shall be taken at a public meeting and the result of such action shall be a public record of the school district (Education Code Section 72122).

Upon review, the Board will confirm, modify, or reject the decision of the Disciplinary Appeal Committee. The Board's action shall be limited to a review of the record of the hearing committee, and the decision of the hearing committee and the Board shall not consider any evidence outside that record. The Board's action shall be final and binding on all parties.

---

## STUDENT GRIEVANCE POLICY

---

The student is encouraged to pursue academic and occupational studies and other college sponsored activities that will promote his/her intellectual growth, career aspirations, or personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. When a student feels that he/she has been subjected to unfair and improper action or denied his/her rights by a member of the academic community, he/she can seek redress according to the following procedures. Grievance actions may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

The following actions are grounds for student grievance:

### **GRIEVANCE CATEGORY #1 – GRADING**

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.

**GRIEVANCE CATEGORY #2 - ALL OTHER GRIEVANCES EXCEPT GRADING INCLUDING BUT NOT LIMITED TO:**

- A) Acts or threats of intimidation or harassment
- B) Acts or threats of physical aggression.
- C) Arbitrary actions or imposition of sanctions without proper regard to due process
- D) Violation of student rights and responsibilities
- E) Grievances under Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of race, color, national origin, sex or handicap by federally funded education institutions
- F) The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120

**Procedures**

**PRELIMINARY ACTION FOR ANY TYPE OF GRIEVANCE**

When a Grievant has an alleged grievance, he/she shall first attempt to resolve it by the following preliminary actions:

Confer with the person against whom he/she has the alleged grievance, that person's immediate supervisor, or the local college administration. If that proves impossible or unsatisfactory, confer with the Vice President of Student Services or designee. The Vice President shall make a written recommendation to the Grievant and Respondent for the disposition of charges within ten (10) school days of the final conference.

If the Grievant feels that the issue has not been resolved by either of the two above actions, he/she may submit to the Vice President of Student Services or designee a signed statement specifying the time, place, and nature of the alleged grievance and a list of witnesses and a summary of the testimony they would give to the Vice President or designee. This signed statement must be submitted within ten (10) school days of the final conference.

If illness or official school business prevents the Vice President of Student Services or designee from receiving the petition during the above time frame, the ten (10) school day period will commence on the Vice President's return to duty.

**SECONDARY ACTION – GRIEVANCE CATEGORY #1 – GRADING**

Within three (3) school day after receiving a signed statement of an alleged grievance(s) involving a disputed grade, the Vice President of Student Services shall refer the matter to an Academic Fairness Committee that will then conduct a formal hearing to establish findings of fact and to recommend if the grade is fair or unfair.

**FORMAL HEARING PROCEDURE – GRIEVANCE CATEGORY #1 – GRADING**

The Academic Fairness Committee shall be comprised as follows:

- a) Two (2) faculty members appointed by the President of the Academic Senate.
- b) One (1) administrator appointed by the Superintendent/President of the College.
- c) The President of the Academic Senate. The Vice President of the Academic Senate will fill this seat if the Senate President is the Respondent.
- d) The committee will select one of its members as chairperson and one as secretary.

The Academic Fairness Committee shall conduct its proceedings as follows:

- a) Within five (5) school days after receiving the alleged grievance, the committee shall receive a summary record from the Vice President of Student Services and convene to discuss issues, hear testimony, examine witnesses, and consider all available evidence pertaining to the charge.

- b) Both parties shall have the right to present written or oral statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by counsel and to question witnesses and hear testimony.
- c) The committee shall judge the relevancy and weight of testimony and evidence and make its findings of facts limiting its investigation to the formal charge. The committee shall also make recommendations.
- d) Within fifteen (15) school days of its initial meeting, the Academic Fairness Committee shall consider the charges and make a written recommendation to the faculty member involved with copies to the student, the Vice President of Instruction, and the Vice President of Student Services.
- e) The hearing shall be closed to the public.
- f) A summary record of the proceedings shall be kept in a confidential file by the Vice President of Student Services and shall be available to the Respondent and Petitioner throughout this procedure. If the Vice President of Student Services is the Respondent, the Vice President of Instruction will keep the summary record.
- g) Upon issuance of the written recommendation to the Respondent and Petitioner, the record referred to in No. 6 above shall be destroyed by the Vice President of Student Services or designee. The Respondent may ask a copy of the record by placed in his/her personnel file if he/she chooses.

**SECONDARY ACTION – GRIEVANCE CATEGORY #2 – ALL GRIEVANCES EXCEPT GRADING**

The Vice President of Student Services or designee shall, within one (1) school day after receiving the signed statement or grievance in non-grading situations, make a determination as to whether further investigation is needed. Within five (5) school days the Vice President of Student Services will either determine the disposition of the alleged grievance or refer the alleged grievance to the Student Grievance Committee.

**FORMAL HEARING PROCEDURE – GRIEVANCE CATEGORY #2 – ALL GRIEVANCES EXCEPT FOR GRADING**

The Student Grievance Committee shall be comprised as follows:

- a) Two (2) students selected by the President of the Associated Student Body.
- b) Two (2) committee members representing the employment classification of the Respondent unless the Respondent is a student. These members shall be selected by the appropriate unit presidents (Faculty Association President, CSEA President, the college Superintendent/President).
- c) One (1) administrator (other than the Vice President of Student Services) selected by the Superintendent/President of the college.
- d) The committee shall select one of its members as chairperson.
- e) The Vice President of Student Services or designee shall provide the committee a secretary.

The Student Grievance Committee shall conduct its proceedings as follows:

- a) Within five (5) school days after receiving the alleged grievance, the committee shall receive a summary record from the Vice President of Student Services and convene to discuss issues, hear testimony, examine witnesses and consider all available evidence pertaining to the charge.
- b) Both parties shall have the right to present written or oral statements, testimony, evidence and witnesses. Each party shall have the right to be represented by counsel and to question witnesses and hear testimony.
- c) If either party to the proceedings or their representatives fails to attend the hearing, that individual forfeits his/her right to further appeal unless he/she has an excuse for the absence which is acceptable to the Vice President of Student Services.
- d) The committee shall judge the relevancy and weight of testimony and evidence and make its findings of facts limiting its investigation to the formal charge. The committee shall also make recommendations for the disposition of the charge.
- e) Within fifteen (15) school days of initial meeting, the committee shall submit its findings of fact and recommend action to the Superintendent/President of the College with a copy to the Grievant, Respondent, and Vice President of Student Services.

- f) The hearing shall be closed to the public.
- g) The hearing shall be recorded by the Grievance Office either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, at the college at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

**FINAL ACTION – GRIEVANCE CATEGORY #2 – ALL GRIEVANCES EXCEPT GRADING**

The Vice President of Student Services or designee, upon receiving the findings of facts and recommendations of the Student Grievance Committee, shall, within three (3) school days, render a decision and transmit it in writing to the Grievant, the Respondent, the Student Grievance Committee chairperson, and the Superintendent/President of the College. The Vice President of Student Services or designee shall review the proceedings of the committee, conduct such additional investigations as he/she deems appropriate, and take one of the following actions:

- a) Dismiss the petition.
- b) Act in accordance with the Student Grievance Committee’s recommendation.
- c) Take such other or further actions as the Vice President of Student Services deems appropriate.

The Grievant or the Respondent may appeal the decision of the Vice President of Student Services to the Superintendent/President of the College within three (3) school days. Upon receipt of the appeal, the Board shall review the proceedings, conduct such investigations as are deemed appropriate, and take one of the following actions:

- a) Dismiss the petition.
- b) Act in accordance with the Student Grievance Committee’s recommendation.
- c) Take such other or further action as the Superintendent/President deems appropriate.

If the Grievant or the Respondent is dissatisfied with the Superintendent/President’s decision, he/she may write an appeal to the Board of Trustees within three (3) school days. Upon receipt of the appeal, the Board shall review the proceedings, conduct such investigations as are deemed appropriate, and take one of the following actions:

- a) Dismiss the petition.
- b) Act in accordance with the Student Grievance Committee’s recommendation.
- c) Take such or further action, within the provisions of the Educational Code, as the Board of Trustees deems appropriate.

**Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

The decision of the Board of Trustees is final and there is no further appeal under this procedure.

**Evaluation Process**

The Student Grievance Procedure shall be evaluated as needed by the committee formed to evaluate the procedure. The committee shall consist of the Vice President of Student Services, Vice President of Instruction, Coordinator of Student Activities, President of the Academic Senate, the Associated Student Body President, President of the Faculty Association, and the President of CSEA.

## SEXUAL HARRASSMENT POLICY

The West Kern Community College District is committed to providing an academic and work environment free of unlawful harassment that respects the dignity of individuals and groups.

Sexual harassment is a violation of Title IX of the Education Act Amendment of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.

The District strongly prohibits sexual harassment in any form, whether verbal, physical, visual, written, or environmental by someone from, or in, the work or educational setting.

Any student who engages in sexual harassment of someone from, or in, the work or educational setting may be subject to discipline, up to and including expulsion.

1. As used in this policy and regulation, "sexual harassment" consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature made by someone from, or in, the work or educational setting when:
  - a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity.
  - b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
  - c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
  - d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
2. For the purpose of further clarification, sexual harassment may include, but is not limited to, unsolicited verbal, physical, visual, written, and/or environmental conduct with sexual overtones.
  - a) Verbal may include, but is not limited to, inappropriate or offensive remarks, slurs, jokes, or innuendoes.
  - b) Physical may include, but is not limited to touching, assault, coercion, kissing, leering, or physical interference with free movement.
  - c) Visual or written may include, but is not limited to, display of sexually suggestive objects or pictures, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
  - d) Environmental may include, but is not limited to, unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment that may alter, or unreasonably interfere with the learning or work environment and an individual's performance.
3. Continuing to express sexual interest in a pervasive and persistent manner after being informed that the interest is unwanted. Reciprocal attraction is not considered sexual harassment.
4. The District strictly prohibits retaliation or reprisal against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of policy. This policy applies to:
  - a) All aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.
  - b) All terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

## SEXUAL HARASSMENT PROCEDURE

### 1. DISSEMINATION OF POLICY

This policy and related regulations shall be disseminated as follows:

- a) This policy and related regulations shall be provided to students as part of any orientation program for new students.
- b) This policy and related regulations shall be available in the office of the Vice President of Student Services. All administrators and supervisors shall be knowledgeable of the District's policy and their responsibilities for its implementation.

### 2. COMPLAINT PROCEDURE

Informal Resolution Process - To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall, at a minimum, include the following elements:

- a) The Vice President of Student Services will be available to receive sexual harassment complaints for students. If the Vice President of Student Services is the alleged harasser, the student may present his or her complaint to the Vice President of Instruction. Upon receiving a sexual harassment complaint the appropriate supervisor shall:
  1. Counsel the alleged victim and outline the options available.
  2. Obtain a factual written statement of the complaint.
  3. Assist in follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, and recommending the disposition of the complaint.
- b) The Vice President of Student Services will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred, and will take and/or authorize appropriate action.

### 3. FORMAL RESOLUTION PROCESS

If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, the following formal procedures are available:

- a) The complaint shall be reduced to writing and sent to the appropriate Vice President within ten (10) working days of the completion of the informal process.
- b) The Vice President shall investigate the complaint and respond within ten (10) working days after receiving the complaint.
- c) If the complaint is not satisfactorily resolved at the level of the appropriate Vice President within ten (10) days of receipt of the Vice President's response, the alleged victim may request that the complaint be reviewed by the Superintendent/President.
- d) The Superintendent/President shall then take action deemed appropriate to resolve the situation including but not limited to, discipline, training, or other remedial measures.
- e) An effort will be made to protect the privacy of the parties involved in a complaint. Files which pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public.
- f) Time limits may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).
- g) No retaliation of any kind shall occur because an employee or student has made a sexual harassment complaint.

#### 4. OBLIGATIONS OF ALL EMPLOYEES

- a) All employees shall report to their immediate supervisor all incidents of sexual harassment or retaliation that come to their attention. Employees shall take appropriate action to stop any sexual harassment of students, including discipline of students involved and notification of incident(s) to the appropriate administrator.
- b) All employees shall cooperate with any investigation of an alleged act of sexual discrimination/harassment conducted by the District or by an appropriate State or Federal Agency.
- c) No employee of the District shall take any action to discourage a victim of harassment from reporting such an instance.

---

### STUDENT PARKING REGULATIONS

---

A current parking permit shall be displayed at all times in or on all vehicles parked in all Taft College parking lots. Student parking permits will be disbursed through the Cashiers Office during the day. Report all lost or stolen parking permits to the Cashiers Office as soon as possible.

1. Parking permits are required to park in a campus parking lot and are distributed at no cost.
2. Vehicles should be parked according to all college, city and state parking regulations. Parking permits are not valid unless displayed in the proper manner as instructed at the time of receipt.
3. Designated parking zones on campus are:
  - A. **Staff and Student Parking:** Student parking is available in Parking Lot A located in front of the Administration and Student Services building, Parking Lot B on Cougar Court across from the main campus, except for District Vehicle parking near the Center for Independent Living and Dental Hygiene buildings. Additional parking is also available in Parking Lot C at the gym, Parking Lot D of the Ash Street Residence Hall and Parking Lot E of the Children Center.
  - B. **Guest/Visitor Parking:** Guest, temporary or other special parking permits may be requested at the Cashiers Office. During the evening, guest permits are available at the Counseling Center. Guest/visitor permits shall be displayed in a visible area.
  - C. **Handicapped Parking:** Permanently or temporarily handicapped students must display a valid state of California handicap placard.
4. No motor vehicle, moped or motor-driven cycle shall be driven, parked, or left standing on any campus walkway or any interior service roadway or lawn without a special permit issued by the Business Office.
5. No motor vehicle, motorcycle, moped or motor-driven cycle shall be parked or left standing in front of any gate, driveway, fire lane, or next to a red curb.
6. Motorcycles, mopeds or any motor-driven cycle shall be parked in posted "Motorcycle Parking – Permit required" zones.
7. The maximum speed limit on campus is 15 miles per hour.
8. No vehicle is to be parked within 50 feet of any entrance or exit to a campus building in accordance with fire regulations.
9. Vehicles illegally parked on the college campus shall be issued citations under sections of the California Vehicle Code and processed by the Taft College Parking Administration, P.O. Box 25120, Santa Ana, CA 02799-5120.
10. Vehicles shall be parked in such a manner as not to block the path or progress of any vehicle or pedestrian.
11. No vehicle shall be parked in a manner taking more than one (1) parking space and must be within a clearly marked (white lines) space.

12. All vehicles shall be parked with the front of the vehicle toward the front or top of the parking space. (Exceptions: Motorcycles, mopeds, motor-driven cycles and autos parked in parallel parking spaces.)
13. A complete copy of the Taft College Parking and Traffic Regulations may be obtained from the Public Safety Office.

Special parking problems should be brought to the attention of the Vice President of Student Services, located upstairs in the Administration/Student Services building, (661) 763-7889.

---

## STUDENT COMPUTER AND NETWORK USE

---

The District is committed to providing access to computing resources to all current students. In order to comply with federal and state regulations, laws, and harassment mitigation policies, the District has established procedures for the appropriate use of District Systems. The definition of District Systems expressly includes access to District data networks, including intranet and internet access, and District e-mail systems, from devices owned by a User or the District, whether on or off District property.

Use of District Systems is a privilege governed by certain regulations and restrictions as defined by the District as well as all applicable federal, state and local laws.

**1. Appropriate Use/Guidelines.** Activities deemed to be appropriate uses of District Systems include the following:

- a.) Authorized access to and use of computer programs licensed by District available on stand-alone and networked District hardware.
- b.) Authorized access to lab and campus District Systems to perform and complete required course work for District courses in which the User is currently enrolled.
- c.) User access to District student e-mail accounts.
- d.) Connecting personally owned District-authorized devices to District Systems.
- e.) Independent study and research.

**2. Inappropriate Use.** District Systems are shared and limited resources. All users have an obligation to use these resources responsibly. Certain activities are prohibited, including but not limited to:

- a.) Unauthorized use of a User Account.
- b.) Using District Systems to gain or attempt to gain unauthorized access to any computer systems, or gaining or attempting to gain unauthorized access to District Systems themselves.
- c.) Connecting unauthorized equipment to the District Systems.
- d.) Unauthorized attempts to circumvent data protection schemes or uncover security loopholes in, within, or outside of District Systems. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- e.) Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, whether within or outside of District Systems (e.g., deleting programs or changing icon names).
- f.) Knowingly or carelessly running or installing on any District Systems, or giving to another user or using District Systems to transmit, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- g.) Deliberately wasting/overloading computing resources on District Systems, such as printing too many copies of a document.

- h.) Violating terms of applicable software licensing agreements or copyright laws on District Systems.
- i.) Violating copyright laws and their fair use provisions using District Systems through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- j.) Using District Resources for commercial activity, such as creating products or services for sale.
- k.) Using electronic mail via District Systems to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- l.) Initiating or propagating electronic chain letters via District Systems.
- m.) Inappropriate mass mailing via District Systems. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- n.) Forging the identity of a user or machine in an electronic communication via District Systems.
- o.) Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or college regulations via District Systems.
- p.) Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software via District Systems without the explicit agreement of the owner.
- q.) Transmitting pornographic material via District Systems.
- r.) Pirating of computer software via District Systems.

### **3. Privacy**

User messages, data, and usage history on District Systems are accessible to System Administrators through normal system administration activities.

The District reserves the right to monitor the usage of all District Systems to ensure compliance with Board Policy 3720, college policy, and federal, state and local laws. User files and information on District Systems may be subject to search by law enforcement agencies under court order if such files contain information which may be used as evidence in a court of law.

District Users are expected to comply with copyright and intellectual property laws.

Users who become aware of any violation of Board Policy 3720 should notify the proper authorities. These authorities include the appropriate administrator, the Office of the President/Superintendent, and/or the local police.

### **4. Indemnification/Liability Statement**

Use of any information obtained via the District's Systems is at the User's own risk.

The District is not responsible for any damage to your personal electronic devices due to any power problem while on campus, or interaction with the District Systems. Further, the District is not responsible for damage or theft of electronic devices under your control.

### **5. Enforcement**

Violations of Board Policy 3720 will be reported to the appropriate administrator and, if warranted, the appropriate civil authorities. Non-compliance with this policy may also result in disciplinary action including but not limited to cancellation of a User Account, loss of access to District Systems, suspension or expulsion, legal action, and potential prosecution for violation of state and/or federal law.

For additional information on BP 3720 and AP 3720, please visit the Taft College website.

## PROCEDURE FOR APPROVAL OF POSTING FLYERS ON CAMPUS

Anyone wishing to post or place a flyer on Taft College property shall first contact the Office of the Vice President of Student Services for approval. Flyers are not to be placed on main door entrances to buildings (i.e. cafeteria, library, gymnasium, Student Services/Admin building, etc.), only surrounding window areas and other areas as appropriate.

## DRUG FREE CAMPUS

At Taft College, it is recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. Decreased productivity of members of the community, serious health problems, and strained social interactions are all possible products of such abuse. Problems associated with the illicit use and abuse of substances have a pervasive impact upon an academic community and are not associated with a singular socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs.

The foundation of the philosophy concerning alcohol and drug abuse for Taft College is a firm commitment to an educational program, which provides adequate information and counseling to make informed and responsible decisions concerning the use of any controlled substance. The college is committed to a healthy environment for learning and living.

## HEALTH RISKS

### **Alcohol Abuse**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderated doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated used of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawals can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### Drug Abuse

The legal term for illegal drugs is “controlled substances.” These are drugs that may not be used without proper medical authorization. Some adverse effects of controlled substances are as follows:

Category	Types of Drugs/Trade Names Included in Category	Possible Effects
Narcotics	Opium, Morphine, Heroin	Drowsiness, Constricted Pupils, Nausea, Convulsions, Coma, Possible Death
Depressants	Barbiturates, Valium, Quaaludes	Slurred Speech, Disorientation, Dilated Pupils, Weak and Rapid Pulse, Possible Death
Stimulants	Cocaine, Amphetamines, Ritalin	Increased Pulse Rate and Blood Pressure, Insomnia, Loss of Appetite, Hallucinations, Convulsions, Possible Death
Hallucinogens	LSD, Mescaline, PCP	Illusions, Poor Perception of Time and Distance, Psychosis, Possible Death
Cannabis	Marijuana, THC, Hashish	Relaxed Inhibitions, Increased Appetite, Disoriented Behavior, Fatigue, Paranoia

### Policy

A prohibition against illegal drugs and alcohol for all students is contained in the *Standards of Student Conduct* adopted by the Board of Trustees. This document lists the following violations for which students are subject to disciplinary action:

Use, possession, or distribution of narcotic or dangerous drugs, on district owned or controlled property or at any college sponsored event, except as expressly permitted by law, or appearance on said property or event while under the influence of such narcotics or dangerous drugs.

Possession or use of alcoholic beverages on district owned or controlled property, or at college sponsored events, or appearances on campus or at college sponsored events while under the influence of alcohol.

Alleged violations are handled on an individual basis affording each student the right of due process. The following types of disciplinary action may be taken: warning, reprimand, disciplinary probation, suspension, summary suspension, disciplinary suspension, or expulsion.

For residence hall students, the *Residence Hall Handbook and Contract* explicitly prohibits the possession, use, distribution, and/or being under the influence of alcoholic beverages, narcotics, and/or dangerous drugs on district-owned or controlled property or at college-sponsored events. Violation of this regulation is considered a major infraction, and results in either probation or dismissal from the resident halls.

## Legal Sanctions

Students are reminded that federal and state laws provide for a variety of legal sanctions and penalties for the unlawful possession of distribution of illegal drugs and alcohol. The sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Act provides penalties of up to fifteen (15) years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person can be subject “up to” one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

California law provides that any person, who possesses, possesses for sale, transports, imports into the state, sells, furnishes, administers, or gives away designated controlled substances is guilty of a felony offense. Depending upon the specific offense, the individual may be punished by imprisonment for one to five years. Also, it should be noted that California is one of the few states in which being under the influence of a controlled substance is a misdemeanor, and an individual is subject to arrest.

In California, possessing an ounce or less of marijuana is considered an infraction and shall be punished by a fine of not more than \$100. Possessing more than an ounce of marijuana is a misdemeanor and is punishable by imprisonment in the county jail for a period of not more than six months or a fine or not more than \$500, or both. Every person who transports, imports into the state, sells, furnishes, administers, or gives away marijuana shall be punished by imprisonment for a period of two to four years.

Section 25608 of the California Business and Profession Code provides that every person who possesses consumes, sells, gives, or delivers to any other person, any alcoholic beverage in or any public schoolhouse or any of the grounds thereof, is guilty of a misdemeanor.

## Treatment Services

**Narcotics Anonymous** 1-(877)-629-6759 (Help line)  
**Alcoholics Anonymous** (661) 765-2630 or (661) 322-7025

## STUDENT-RIGHT-TO-KNOW

On November 8, 1990 the STUDENT-RIGHT-TO-KNOW and CAMPUS SECURITY ACT was signed by the President of the United States. The act contains two parts. The first concerns information of completion and transfer rates. The second is called the “Campus Crime Awareness” and “The Campus Security Act of 1991.”

## Completion and Transfer Rates

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2011, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year (3) period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year (3) tracking period.

Fall 2011 Cohort	Completion Rate	Transfer Rate
Taft College	26.91%	8.87%
California Community Colleges Statewide	27.98%	12.09%

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year (3) period, from Fall 2011 to Spring 2014. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester (5) period, from Spring 2012 to Spring 2014, are transfer students.

For further information, please visit the Student Right-to-Know Rate Disclosure Website at <http://srtk.cccco.edu/index.asp>.

### Campus Crime Awareness

Listed below are the crime statistics for Taft College over the past three (3) academic years.

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder or non-negligent manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Negligent manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sex offenses, forcible	2012	0	0	0	1
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sex offenses, non-forcible	2012	0	0	0	0
	2013	1	1	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Aggravated assault	2012	0	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Burglary	2012	2	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Motor vehicle theft	2012	0	0	0	0
	2013	1	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arson	2012	1	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Arrests and Disciplinary Referrals

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons: Carrying, Possession, Etc	2012	0	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disciplinary Referrals: Weapons: Carrying, Possession, Etc	2012	0	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arrests: Drug abuse violations	2012	0	0	0	0
	2013	0	0	0	1
	<b>2014</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Disciplinary Referrals: Drug abuse violations	2012	0	0	0	0
	2013	5	5	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arrests: Liquor law violations	2012	0	0	0	0
	2013	0	0	0	0
	<b>2014</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disciplinary Referrals: Liquor law violations	2012	4	4	0	0
	2013	8	8	0	0
	<b>2014</b>	<b>15</b>	<b>14</b>	<b>0</b>	<b>0</b>

Domestic Violence, Dating Violence, and Stalking

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Domestic Violence	2012	No Data	No Data	No Data	No Data
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dating Violence	2012	No Data	No Data	No Data	No Data
	2013	0	0	0	0
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Stalking	2012	No Data	No Data	No Data	No Data
	2013	0	0	0	0
	<b>2014</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CALIFORNIA PENAL CODE SECTION  
290.01 REGISTRATION REQUIREMENT**

- 1) Commencing October 28, 2002, every person required to register under Section 290 who is enrolled as a student of any university, college, community college, or other institution of higher learning, or is, with or without compensation, a full-time or part-time employee of that university, college, community college, or other institution of higher learning, or is carrying on a vocation at the university, college, community college, or other institution of higher learning, for more than fourteen (14) days, or for an aggregate period exceeding thirty (30) days in a calendar year, shall, in addition to the registration required by Section 290, register with the campus police department within five (5) working days of commencing enrollment or employment at that university, college, community college, or other institution of higher learning, on a form as may be required by the Department of Justice. The terms "employed or carries on a vocation" include employment whether or not financially compensated, volunteered, or performed for government or educational benefit. The registrant shall also notify the campus police department within five (5) working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation, at the university, college, community college, or other institution of higher learning.
- 2) If the university, college, community college, or other institution of higher learning has no campus police department, the registrant shall instead register pursuant to subdivision (a) with the police of the city in which the campus is located or the sheriff of the county where the campus is located if the campus is located in an unincorporated area or in a city that has no police department, on a form as may be required by the Department of Justice. The requirements of subdivisions (1) and (2) are in addition to the requirements of Section 290.
- 3) A first violation of this section is a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000). A second violation of this section is a misdemeanor punishable by imprisonment in a county jail for not more than six months, by a fine not to exceed one thousand dollars (\$1,000), or by both that imprisonment and fine. A third or subsequent violation of this section is a misdemeanor punishable by imprisonment in a county jail for not more than one year, by a fine not exceeding one thousand dollars (\$1,000), or both the imprisonment and fine.

**PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES  
OCCURRING ON CAMPUS**

**1. Parking lot problems**

- a) If the problem occurs during the day, report the problem to the Campus Security Officer & Advisor at (661) 763-7872 or (661) 748-3101.
- b) If the problem occurs at night, report the problem to the security guard on duty at (661) 747-3258.

**2. Campus Concerns or Issues**

Report all concerns or issues to the Office of the Vice President of Student Services at (661) 763-7854.

**3. Residence Hall Problems**

Report all problems to the supervisor on duty or to the Vice President of Student Services. The Office of the Vice President of Student Services is in the Student Services/Administration building. All complaints will be followed

with an investigation by a representative from the College, and if deemed necessary by the complainant, the city police will be notified.

#### **4. Security in the Residence Halls**

Taft College has a well-rounded staff to oversee the residence halls, including a Director of Student Housing, Resident Assistants, Campus Security Officer & Advisor, and security personnel. If a problem develops, please contact one of these individuals.

The cooperation of students in a campus safety program is absolutely essential. Students must assume responsibility for their safety and the security of their personal belongings by taking certain precautions. Room doors should be locked at night and when the room is unoccupied. Vehicles should be kept locked at all times and valuables should be locked in the trunk. Students should report any suspicious looking individuals whom they feel do not belong in the residence hall areas or any unusual incidents around the residence halls to the Director of Student Housing or a staff member.

*(Refer to the Residence Hall Handbook and Contract for specific rules.)*

#### **5. Campus Security**

Members of the Taft College community are urged to notify the Public Safety Office or the Office of the Vice President of Student Services immediately of any suspicious activity. In the event of an emergency, dial 911.

Students involved in incidents off campus will be assisted by the appropriate campus agency. Cooperation between the police department and Taft College is stressed in all investigations.

### **TAFT COLLEGE IS A NON-SMOKING CAMPUS (EXCEPT IN DESIGNATED AREAS)**

Taft College is a smoke-free campus except for officially posted designated smoking areas. In addition, the use of smokeless tobacco in any form is strongly discouraged and shall not be permitted in any classroom, other enclosed facility, or at any college activity.

### **NONDISCRIMINATION NOTICE**

Taft College does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any of its policies, procedures, or practices, in compliance with Equity in Higher Education pertaining to disability, gender, gender identity, gender expression, nationality, race, ethnicity, religion and sexual orientation) Title VI or the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Sex Equity in Education (pertaining to sex), Americans with Disabilities Act (pertaining to disability), Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

**Darcy Bogle**

Vice President of Student Services

Title IX Coordinator - Students

29 Cougar Court

Taft, California 93268

(661) 763-7889

**Robert Meteau**

Associate Vice President of Human Resources  
EEO/Title IX Coordinator – Employees  
Section 504 Coordinator  
29 Cougar Court  
Taft, California 93268  
(661) 763-7809

Taft College recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled individuals. Contact the Section 504 Coordinator to obtain information on the existence and location of services, activities, and facilities that are accessible to and usable by the disabled.

**Robert Meteau**

Associate Vice President of Human Resources  
Section 504 Coordinator  
29 Cougar Court  
Taft, California 93268  
(661) 763-7809

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

1. **Office for Civil Rights**  
**U.S. Department of Education**  
50 Beale Street, Suite 7200  
San Francisco, California 94105-1813  
415-486-5555  
<http://wdcrobcolp01.ed.gov/cfapps/OCR/contactusresults.cfm>
2. **Taft College Board Policies and Procedures**  
[http://www.taftcollege.edu/tcwp/oldagenda/?page\\_id=139](http://www.taftcollege.edu/tcwp/oldagenda/?page_id=139)

**STUDENT SUPPORT SERVICES DISPUTE RESOLUTION AND GRIEVANCE  
PROCEDURE**

Taft College has procedures for dispute resolution and for filing a written grievance when students do not agree with the academic accommodations that are offered by Disabled Student Program and Services (DSPS) or when an instructor refuses to allow the academic accommodations offered by DSPS. Every effort will be made to expedite the process during the dispute resolution and written grievance procedures.

The student may withdraw the grievance at any time. However, the same grievance may not then be filed again by the same student. In the case of a dispute on this point, the Section 504 Coordinator will determine if the grievance is the same grievance or a new grievance.

The Section 504 Coordinator is available for consultation with a student regarding the dispute resolution or written grievance procedures and can be reached at (661) 763-7809.