



*Drug-Free Schools and Campuses Regulations (Edgar)  
Biennial Review for:*

*American River College  
Cosumnes River College  
Folsom Lake College  
Sacramento City College*

*September 1, 2018 – September 15, 2020*

*Compiled by:*

*Jeff Stephenson, Ph.D.  
Vice President, Student Services  
American River College*

# TABLE OF CONTENTS

I.	Introduction .....	1
II.	Description of Los Rios Community College District Colleges.....	2
III.	Biennial Review Process.....	4
IV.	Annual Notification Process.....	6
V.	Policy Enforcement .....	7
VI.	Alcohol and Other Drug (AOD) Program Goals.....	8
VII.	Description of AOD Program Elements & Data.....	10
	Table 1. Student Response to Survey .....	12
	Table 2. Employee Response to Survey .....	12
	Table 3. Drug and Liquor Law Violations Data (2012-2014) .....	12
VIII.	Summary of Alcohol and Other Drug Program Strengths and Weaknesses .....	13
IX.	Recommendations and Goals for Next Biennium.....	14
X.	Conclusion.....	15
XI.	Appendix .....	16
	Appendix A: Due Process—Regulation 2442 .....	17
	Appendix B: Annual Disclosure Requirements: Consumer Information, Title IX and Sexual Violence Communication Document .....	27
	Appendix C: Reminder of Rights and Responsibilities .....	29
	Appendix D: Drug and Alcohol-Free Workplace and College Premises .....	42
	Appendix E: Employee Assistance Program.....	48
	Appendix F: Student Code of Conduct—Policy 2441 .....	50
	Appendix G: Student Grievance Procedures—Policy 2412.....	52
	Appendix H: Drug and Alcohol-Free Workplace and College Premises—Policy 2443.....	54
	Appendix I: Drug and Alcohol-Free Workplace and College Premises—Policy 5621 .....	56
	Appendix J: Drug and Alcohol-Free Workplace and College Premises—Policy 6821 .....	58
	Appendix K: Drug and Alcohol-Free Workplace and College Premises—Policy 9154 .....	60
	Appendix L: Smoke Free Facilities--Policy 1441.....	62
	Appendix M: College Catalog: Drug and Alcohol-Free Information.....	63

## **I. Introduction**

The Drug-Free Schools and Communities Act (The Act) requires an institution of higher education (IHE) to meet the certain conditions to receive funds or any other form of financial assistance under any federal program. Colleges must certify that they have (1) adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, (2) annually notify students and employees and (3) provide a biennial review and report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of sanction enforcement.

This biennial report covers two academic years: 2018 -19 and 2019-2020 and describes and evaluates the alcohol and drug prevention polices and efforts undertaken across the four colleges comprising the Los Rios Community College District (LRCCD): American River, Cosumnes River, Folsom Lake, and Sacramento City. The district's colleges are in full compliance with the Drug-Free Schools and Communities Act.

The 2018-2020 Biennial Review is available online.

A hardcopy is also maintained on file at the Health Office and Office of the Vice President of Student Services on each campus.

## II. Description of Los Rios Community College District Colleges

Los Rios Community College District (LRCCD) is the second-largest community college district in California. LRCCD is a two-year public college district that serves the greater Sacramento region and includes four colleges: American River, Cosumnes River, Folsom Lake and Sacramento City colleges and six major education and outreach centers in Davis, Elk Grove, Natomas, Placerville, Rancho Cordova and West Sacramento and specialized workforce and economic development programs for business, government and organizations throughout the region. The colleges offer AA/AS degrees, certificates and transfer education opportunities - students complete freshman and sophomore years and transfer to a four-year college or university - in more than 70 career fields. The District's 2,400 square mile service area includes all of Sacramento County, most of El Dorado County and parts of Yolo, Placer and Solano counties. About 73,000 students are enrolled in the four colleges.

**American River College** - Founded in 1955, American River College (ARC) is one of the largest institutions of higher education in the Sacramento region, serving about 30,000 students each fall and spring at its main campus and centers. The college has an outstanding record for academic quality and is among the top community colleges in the state for transferring students to the University of California and California State University systems. American River College also has a strong reputation for its career programs, which include automotive/diesel technology, culinary arts, electronics, funeral service, and nursing, among others.

**Cosumnes River College** - Cosumnes River College (CRC), founded in 1970, is located in south Sacramento County, and its center in Elk Grove provides a dynamic learning environment for more than 14,000 students. The open access, student-centered campus prepares students to realize their educational and career goals through exemplary transfer, general, and career education in an academically rigorous and inclusive environment. Cosumnes River College also offers exceptional instruction in basic skills and English for non-native speakers, as well as a broad array of life-long learning and workforce development programs.

**Folsom Lake College** - Folsom Lake College (FLC) was established in 2004 as the fourth college in the Los Rios Community College District and serves over 8,300 students each semester. The college and its centers, El Dorado and Rancho Cordova, primarily serve students from the rapidly growing areas of eastern Sacramento and western El Dorado counties, forming a dynamic learning community committed to academic excellence and innovation. The Harris Center for the Arts, a regional performing arts center located at

the college's main campus, offers tremendous teaching and learning opportunities and brings the arts, culture and entertainment to both the college and the surrounding communities.

**Sacramento City College** - Founded in 1916, Sacramento City College (SCC) is a multi-campus urban college that consists of a 70-acre main campus across from William Land Park located in the heart of the Sacramento metropolitan area. The college also maintains two educational centers, one in Davis on the campus of the University of California, Davis, and one in West Sacramento located adjacent to the public library, community center, and civic center. The college is a vibrant teaching and learning center with approximately 20,000 day and evening students and is now recognized as both a Hispanic-Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### III. Biennial Review Process

This report covers the time period from September 1, 2018 through September 15, 2020. The collaborative review process included staffing from campus Health Offices, Student Life, Research Offices, and Discipline Officers. District Office personnel participating in the review include the Office of Institutional Research, Associate Vice Chancellor of Student Services, and General Counsel. The four Vice Presidents of Student Services took the lead to establish the process for this review. Data and program information were collected from the District Office of Institutional Research and from each campus. This biennial review process began during the end of the fall 2018 semester and was completed in May 2020. As indicated in the U.S. Department of Education document<sup>1</sup>, the objectives of the review are twofold: (1) determine the effectiveness of, and to implement necessary changes to, the campus' AOD prevention program and (2) to ensure that disciplinary sanctions for violating the standards of conduct are enforced consistently.

#### Staffing

*Health Office:* Each campus has a Health Office staffed with nurses. Campus nurses provide students with health and wellness information about a wide variety topics including substance abuse, nutrition, stress management, communicable diseases, and sexually transmitted infections; refer patients to appropriate community health and social service agencies; and assist with special health care projects and workshops (e.g. Health Fair). The Health Office prepares and procures visual aids, flyers, pamphlets and brochures on substance abuse and other topics.

*Student Life:* Each campus has an Office of Student Life. Student Life is an opportunity for students to become involved in extra- and co-curricular activities such as student clubs and Student Senate. The Office of Student Life may sponsor alcohol and drug education and prevention efforts including distribution of AOD pamphlets.

*Vice Presidents of Student Services (VPSS):* The campus VPSS's oversee the aforementioned offices, ensuring compliance with The Act.

*Discipline Officers:* Each campus has a Discipline Officer appointed each year by the College President. The campus Discipline Officer collaborates across the campus and the district to ensure that the student code of conduct, is appropriately followed and

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<sup>1</sup>"A Guide for university and college administrators: Complying with the drug-free schools and campuses regulations" (2006).

oversees the discipline process per regulation 2442 (*Appendix A*) to ensure consistent sanction enforcement.

*Associate Vice Chancellor, Student Services at the District Office:* The Associate Vice Chancellor of Student Services, in collaboration with the Districts General Counsel is responsible for facilitating processes so that the colleges are in compliance with the requirements under The Act.

*General Counsel:* District General Counsel leads regular review of all district policies, including those pertaining to AOD programs and sanctions enforcement and advises the administration, faculty, and employees on matters having legal significance to the management and operation of the District.

## IV. Annual Notification Process

### Students

The LRCCD protocol is to distribute Drug and Alcohol Free policies to all enrolled students twice each year: February 1<sup>st</sup> and September 1<sup>st</sup>. Each date coincides with a new semester. These policies are sent to students via their LRCCD email account and are included in the Annual Disclosure Requirements: Consumer Information, Title IX and Sexual Violence Communication Document (*Appendix B*). Local referrals for counseling and rehabilitation programs are included in the Annual Disclosure.

### Employees

Twice per year (once each semester), all employees are sent the Annual Rights and Responsibilities document. The fall 2018 *Reminder of Rights and Responsibilities* notification sent to employees is provided in (*Appendix C*). The notification includes an attachment that provides employees with local referrals for counseling and rehabilitation programs (*Appendix D*). In addition, all new employees receive the aforementioned information during new employee orientation.

In addition, LRCCD offers an Employee Assistance Program (EAP) to all employees at no cost. EAP is a 24-hour confidential counseling and referral resource. Information on this resource is provided in (*Appendix E*). Employees may voluntarily disclose a substance abuse problem to the District Human Resources Office. They may be referred to resources such as EAP. The Family Medical Leave Act, which provides employees with job protection for a guaranteed period of time under specific circumstances may come into effect.

Drug and Alcohol Free Workplace Policies are available year-round and are located under the consumer information pages for each campus:

- a. American River College  
<https://crc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>
- b. Cosumnes River College  
<https://crc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>
- c. Folsom Lake College  
<https://flc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>
- d. Sacramento City College  
<https://scc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>



## V. Policy Enforcement

LRCCD policy 2441 (*Appendix F*) gives the district Chancellor Responsibility to enforce the rules and regulations and to establish a process of enforcement. To ensure consistency of policy enforcement among the four colleges in the district, regulation 2442 (*Appendix A*) describes the student discipline process instituted across all four campuses. This regulation ensures that colleges treat similarly situated offenders in a similar manner.

Students have the opportunity to appeal the discipline decision, as stipulated in policy 2442 (*Appendix A*), and again, district regulations ensure consistency in the appeal process. Another factor assisting that enforcement sanctions are consistently applied is the level of expertise and training of those responsible for detecting AOD-related violations. Discipline officers are offered the opportunity to attend training and possess at a minimum a master's degree.

The student discipline process represents an opportunity to engage with students and assist them in understanding our expectations for appropriate student behavior, academic performance, and interacting with others. One goal of student discipline is to correct inappropriate behaviors by providing students with clear guidelines, expectations, approaches and resources for making necessary changes.

## VI. Alcohol and Other Drug (AOD) Program Goals

The AOD programs offered to students, faculty and staff by American River College, Cosumnes River College, Folsom Lake College and Sacramento City College are designed to create a safe and healthy teaching and learning environment free from alcohol or other drug use/abuse. As is the case for many colleges across the United States, drug and alcohol awareness efforts directed to LRCCD students focus on harm reduction and prevention. Information is disseminated to the campus community about the health risks associated with AOD use and abuse and referrals to community services are provided. In addition, regular review of AOD policies continues.

The four colleges comprising LRCCD strive to maintain a campus free from smoking and the illegal use, possession, or distribution of controlled substances which is reflected in the following:

1. Board Policies
  - a. P-2443 – Student Rights and Responsibilities: Drug and Alcohol-Free Workplace and College Premises [*Appendix H*]
  - b. P-5621 – Health-Related Issues: Drug and Alcohol-Free Workplace and College Premises [*Appendix I*]
  - c. P-6821 – Health-Related Issues: Drug and Alcohol-Free Workplace and College Premises [*Appendix J*]
  - d. P-9154 – Employment Procedures: Drug and Alcohol-Free and College Premises [*Appendix K*]
  - e. P-1411 – Civic Center Activities: Smoke-Free Facilities [*Appendix L*]
2. College Catalogs – the college catalogs contain information on the drug and alcohol-free school policy [*Appendix M*]
3. Consumer Information pages for each campus
  - a. American River College  
<https://arc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>
  - b. Cosumnes River College  
<https://crc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>
  - c. Folsom Lake College  
<https://flc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>
  - d. Sacramento City College  
<https://scc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>

4. Faculty/Staff Resources Guides
  - a. American River College  
<https://inside.arc.losrios.edu/>
  - b. Cosumnes River College  
<https://employees.crc.losrios.edu/>
  - c. Folsom Lake College  
<https://inside.flc.losrios.edu/>
  - d. Sacramento City College  
<https://inside.scc.losrios.edu/>

## VII. Description of AOD Program Elements & Data

Research indicates that alcohol and drug abuse is more visible among four-year colleges and universities. Some of the factors contributing to and affecting this trend are the existence of on-campus housing, sororities and fraternities which are not an influence at the LRCCD community colleges<sup>2</sup>. This does not mean that students attending two-year community colleges are not affected by substance abuse. In fact, this demonstrates the difficulty in assessing the scope of the problem and with creating program strategies that meet students' needs. The LRCCD strives to holistically address student needs by providing a continuum of non-instructional support services including health services, mental health services and crisis and personal counseling, to name a few.

### Program Elements

Each of the four colleges has a long history of providing AOD programming. Strong collaboration with treatment providers and community prevention resources are evident in the numerous programs offered across the four colleges. Below are some of examples of these efforts:

- Alcoholics Anonymous, Ala-non, Narcotics Anonymous – tabling events on campus with Health Fairs or other Health Awareness Activities
- MADD (Mothers Against Drunk Driving) – Crashed Car Exhibit Trailer on campus
- UNITE Program has addressed alcohol abuse with former Veterans who addressed alcohol abuse after serving in the military. Alcohol abuse as coping mechanism to battle with PTSD and successful strategies were addressed.
- Alcohol and Drug awareness pamphlets regarding community resources available throughout campus at various locations.
- SCC offers stress management presentations which includes substance abuse as a topic.
- Curriculum offering such as CRC's Health Science 300, a 3-unit transfer-level course that help students achieve wellness and prevent disease by assisting them to maximize both their personal lifestyles and their environments. Information presented in the course includes, but is not to be exclusive to: mental health, stress management, nutrition, weight control, fitness, sexuality, addictive substances, and disease.

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<sup>2</sup> National Institutes of Health. Task Force of the National Advisory Council on Alcohol Abuse and Alcoholism. *A Call to Action: Changing the Culture of Drinking at U.S. Colleges.* (April 2002).

- Student Life and Health Offices offers a variety of events to promote healthy lifestyles and substance-free alternatives
- Smoke-free campus – All four colleges are smoke-and-vape free sites. Each campus offers resources and referrals on smoking cessation
- Counseling and referral services provided on drug/alcohol addiction by campus Health Offices
- Counselors and nurses provide alcohol and drug referrals to community providers
- Recording Artists, Actors & Athletes Against Drinking and Driving (RADD)– non-profit organization messaging safe driving

### **Alcohol Access is Restricted**

The colleges are prohibited by state law to have liquor licenses. Alcohol is not allowed on campus or at athletic events. The district does serve alcohol at special events that have permits authorized by the Board of Trustee such as fundraisers open to the general public and not directed towards students.

### **Data**

This biennial review included assessment of data from several sources. The first data source was extracted from a survey conducted by the District Office of Institutional Research to assess mental health needs of students.

Students were asked whether or not they had received professional mental health services for mental health conditions where substance abuse was one of the conditions. Specifically, students were asked the following:

As the Los Rios Community College District works to evaluate the Mental Health resource needs within our own college community, we need to better understand the areas of most concern within our community. Have you received professional Mental Health services for any of the following Mental Health conditions?

In addition, employees were asked their perception of student substance abuse with the following question: *Which of the following areas do you believe our students are most affected by?* Again, substance abuse was one of the areas. The results are provided in tables 1 and 2.

Table 1. Student Response to Survey

		Yes in past month	Yes in past 3 to 6 mos.	Yes in past year	Yes more than year ago	No but wish I had	No and have no need
<b>Substance Abuse concerns</b>	484	1.9	0.6	0.4	2.9	3.3	90.9

Table 2. Employee Response to Survey

		Very Freq.	Freq.	Not very often	Not at all	Don't know
<b>Substance Abuse concerns</b>	768	15	40.4	20.8	1.2	22.7

The second source of data analyzed for this report includes the alcohol and drug incidents that resulted in criminal investigation. For the most current years data are available, 2015-2017, among the four campuses (and or 6 outreach centers) there were a total of 59 drug law violations and 28 liquor law violations. These data are included in the 2018 Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act Report which is available online: <https://police.losrios.edu/docs/lrpd/annual-clery-report.pdf> and are depicted in table 3.

Table 3. Drug and Liquor Law Violations Data (2015-2017)

<b>Disciplinary Action/Judicial Referrals</b>	<b>ARC</b>	<b>CRC</b>	<b>FLC</b>	<b>SCC</b>
Drug Law Violations	3	39	4	13
Liquor Law Violations	2	18	0	8
<b>Total</b>	<b>5</b>	<b>57</b>	<b>4</b>	<b>21</b>

## **VIII. Summary of Alcohol and Other Drug Program Strengths and Weaknesses**

The Los Rios Community Colleges continue to demonstrate financial commitment to support AOD programs and services. Strengths include the large size of the district that accords an opportunity to leverage resources and the commitment and inclusion of substance abuse in the scope of health services. An additional strength is the commitment to a smoke-free environment and that policies are reviewed regularly and applied consistently, as are sanctions. The greatest area of growth is continuing to leverage resources through districtwide collaboration including a focus on data collection, and expanding availability of outreach materials specific to alcohol and other drugs.

## IX. Recommendations and Goals for Next Biennium

**Recommendation #1 Data collection.** Explore options to provide continuous data collection on substance abuse prevalence and/or need for services.

**Strategies:**

- 1a. Continue the survey efforts and communicate the results and assign communication of the messaging to an existing committee/group or the recommended group under 2e.
- 1b. Require colleges to collect data on selected AOD prevention and education efforts/activities (number of participants, pre-post surveys, etc.).

**Recommendation #2 Strategic development.** Establish consistent program activities across all four colleges to assist with evaluation; create clear evaluation metrics for those program strategies to improve evaluation; explore uses for recently implemented Student health fee.

**Strategies:**

- 2a. Establish notification protocol to ensure students who enroll for summer-only or fast-track courses receive the required annual notification.
- 2b. Establish core services to be offered across all four colleges.
- 2c. Conduct Student focus groups to identify priority services to be supported by health fee revenues.
- 2d. Create and require consistent evaluation for each of the core services from item 2b.
- 2e. Consider establishing a DO Health Advisory Task Force to include campus nurses and other stakeholders.

**Recommendation #3 Public education and marketing.** Create marketing and/or outreach materials to make AOD awareness, prevention and referral information more accessible from the point of orientation and application.

**Strategies:**

- 3a. Development of AOD branding (uniform across the district) that is used college-wide promotion opportunities including college website and email platform.
- 3b. Consider incorporating messaging in online/on ground orientations as a flyer and/or in discussions with perspective students.
- 3c. Utilize new AOD branding in information distributed to employees.



## **X. Conclusion**

The four colleges comprising the Los Rios Community College District, American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College, are in compliance with the Drug Free School and Communities Act and the Drug-Free Workplace Act. A strength of LRCCD is the ability to leverage resources as a multi-college district. Over the next biennium, the four colleges will build on this strength by enhancing coordination across the colleges to build upon the existing AOD program. One area that will be improved is consistent evaluation of varied AOD services offered across the district.

## **XI. Appendix**

See following pages.

## Appendix A: Due Process—Regulation 2442

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STUDENT RIGHTS AND RESPONSIBILITIES

Due Process R-2442

Standards of Conduct and Due Process

1 of 9

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[Regulation - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

### 1.0 Disciplinary Authority

- 1.1 By September 15 of each year, the President of each College of the Los Rios Community College District shall designate one or more members of the College administrative staff as Disciplinary Authorities.
- 1.2 It shall be the responsibility of the Disciplinary Authorities to discipline students in the manner prescribed herein.
- 1.3 Such designations shall be made by written notification to the individuals involved, and by letter directed to the Chancellor.
- 1.4 The President may from time to time increase the number of Disciplinary Authorities, reduce the number or make new appointments by written notification to the Chancellor.

### 2.0 Disciplinary Appeals Committee

- 2.1 There shall be at each campus a standing panel from which one or more Disciplinary Appeals Committees may be appointed. The panel shall be made up of the following:
  - 2.1.1 Five (5) or more students, enrolled and in good academic standing at the college, whose names are submitted to the College President by the Associated Students' Organization governing body.
  - 2.1.2 Seven (7) or more faculty members whose names are submitted to the College President by the Academic Senate.
  - 2.1.3 A Disciplinary Appeals Committee shall consist of two (2) students and three (3) faculty members selected from the above panel.
  - 2.1.4 No person shall be a member of the Disciplinary Appeals Committee who is at the same time acting as a Disciplinary Authority or an interested party.
  - 2.1.5 The standing panel shall be appointed no later than the fifteenth day of September. The College President shall notify each member in writing, and shall send a list of the names of the members to the Chancellor.
  - 2.1.6 The members of the panel shall serve a term of one (1) year, or until their successors are appointed.
  - 2.1.7 Vacancies caused by resignation, death or prolonged illness shall be filled immediately by the College President in consultation with the Associated Students' Organization governing body and/or the Academic Senate, as appropriate. Nothing herein shall preclude a member of the Disciplinary

Appeals Panel from serving more than one (1) year.

- 2.2 The College President shall select a Disciplinary Appeals Committee from the above panel when an appeal is filed.
  - 2.2.1 The Disciplinary Appeals Committee thus selected shall designate one (1) member to act as chairperson.
  - 2.2.2 A quorum shall consist of the majority of the members of a committee.
  - 2.2.3 Prior to hearing a case on sexual assault, domestic violence, dating violence and/or stalking, the Disciplinary Authority and each member of the Disciplinary Appeals Committee shall have undergone a comprehensive, trauma-informed training program about sexual assault, domestic violence, dating violence and stalking.
- 2.3 All action pursuant to the authority delegated to the Disciplinary Appeals Committee by these Administrative Regulations shall be taken by a majority of the members thereof.
  - 2.3.1 No member of the Disciplinary Appeals Committee who has not been personally present at the hearings conducted during an entire appeal shall vote upon any appeal before the Disciplinary Appeals Committee without consent of both the appellant and the Disciplinary Authority involved.

### 3.0 General Provisions

- 3.1 Confidentiality: Unless the student and the College determine otherwise, proceedings under this Administrative Regulation shall be confidential and all hearings held thereunder shall be closed to everyone other than the person(s) conducting the hearing, the student(s) charged, and those other persons necessary for the orderly conduct of the proceedings.
- 3.2 Mail: Whenever these regulations call for or permit a notice or other communication to be delivered by mail, the mailing of such communication by certified mail, postage paid, and addressed to the last known address of the student, shall be deemed to be sufficient compliance with the provision and it shall be presumed to have been received. A student's failure or refusal to sign a receipt of the communication shall not cause service to be defective.
- 3.3 Technical Departures from the Regulations: Technical departures from the disciplinary regulations and errors in their application shall not be grounds to void the right of the College to take disciplinary action against a student unless, in the opinion of the Chancellor, the technical departure or error prevented a fair determination of the issue.
- 3.4 These procedures shall not apply to removal of a student by an instructor pursuant to Education Code, section 76032.

- 3.5 Advisor: In the case of disciplinary proceedings of sexual assault, domestic violence, dating violence and stalking, the complainant and respondent have the right to be assisted by an advisor of their choice at their sole cost, which may include an attorney. The advisor shall not be a witness. The advisor may accompany the complainant or respondent to any meeting with an investigator or a College employee or a disciplinary meeting or proceeding. The advisor is a silent and non-participating presence who solely observes and provides support during the investigation and disciplinary process. During proceedings, the advisor may speak only to the party by whom he or she was invited. The advisor may not address the Disciplinary Authority, the Disciplinary Appeals Committee, witnesses, or other participants. Any exceptions to this prohibition will be at the sole discretion of the Disciplinary Authority. The Disciplinary Authority has the right at all times to determine what constitutes appropriate behavior on the part of an advisor.
- 3.6 Sanctions: Sanctions that may be imposed in disciplinary proceedings are the educational consequences for the actions of the student. Sanctions can include, but are not limited to, educational requirements, restitution, oral counseling, written counseling, disciplinary probation, reprimand, suspension, expulsion, or any other sanction that is appropriate under the circumstances of the actions of the student upon whom discipline is imposed. For allegations of sexual assault, domestic violence, dating violence or stalking, the sanctions may include the above choices as appropriate under the circumstances.

#### 4.0 Procedures Preliminary to Disciplinary Action

- 4.1 The Disciplinary Authority shall be notified of an infraction committed by a student. Verbal notification must be followed by a written account within three (3) instructional days.
- 4.2 The student shall be informed by the Disciplinary Authority of the alleged infraction and of the time and place of the investigative meeting with the Disciplinary Authority.
- 4.2.1 If the student cannot be reached in person, this notice may be sent by mail according to Section 3.2 above.
- 4.3 At this investigative meeting, the Disciplinary Authority shall interview the concerned student for the purpose of discussing the alleged misconduct and the disciplinary action, if any, which should be taken.
- 4.3.1 At this meeting the parties shall have the right to present statements, testimony, evidence, and witnesses, except that neither party shall have the right to be represented by an attorney.
- 4.3.1.1 In cases of sexual assault, domestic violence, dating violence and/or stalking, the complainant and the respondent may bring their advisor.



- 4.3.2 This is an informal meeting, and any relevant evidence on which responsible persons are accustomed to rely may be admitted.
- 4.4 If the student charged does not attend the meeting and fails to make arrangements for another satisfactory time and place prior to the scheduled meeting, the Disciplinary Authority may review the case and initiate disciplinary action without input from the student.
- 5.0 Initiation of Discipline
- 5.1 After the investigative meeting, the Disciplinary Authority may initiate disciplinary action by filing a notice of disciplinary action with the Vice President, Student Services and serving such notice on the student charged.
- 5.1.1 Minors: If the student is a minor, the notice must also be mailed to that parent, guardian or other adult responsible for the minor student as identified in the student's permanent personnel file. This notice is to be mailed to the last known address listed, and shall be mailed in accordance with Section 3.2 above.
- 5.2 The notice of disciplinary action shall contain or include the following:
- 5.2.1 A copy of the District Policies and Administrative Regulations 2441 and 2442;
- 5.2.2 The acts or omissions upon which the charges are based;
- 5.2.3 The grounds for the disciplinary action as contained in the District Policies and Administrative Regulations;
- 5.2.4 The specific disciplinary action to be imposed;
- 5.2.5 Notification of suspension, if it is to be imposed, and the reasons for it;
- 5.2.6 A statement that a suspension and/or expulsion from a College shall include the entire Los Rios Community College District and its Colleges and facilities;
- 5.2.7 A brief statement affording the student the right to appeal; and
- 5.2.8 An appeal form, the filling out, signing and filing of which shall constitute sufficient appeal if filed in the prescribed timely fashion.
- 6.0 Appeal
- 6.1 Not later than seven (7) calendar days after the service of the notice of disciplinary action upon the student or the mailing of said notice to the responsible parent, guardian or adult described above, whichever is later, the student or parent/guardian may appeal the disciplinary action to the Disciplinary

Appeals Committee by filing the completed appeal form enclosed with the notice of disciplinary action with the Vice President, Student Services.

- 6.2 If the student charged or the parent/guardian fails to appeal the disciplinary action in the prescribed timely manner, the discipline shall be referred to the College President for approval, rejection or modification. Failure to appeal in a timely manner constitutes a waiver of the right to further appeal.
- 6.3 In cases of sexual harassment, discrimination based on sex, sexual assault, domestic violence, dating violence, or stalking, the complainant shall be notified if the student waives his or her right of appeal. Not later than seven (7) calendar days after service of this notice, the complainant may appeal the disciplinary action to the Disciplinary Appeals Committee by filing the completed appeal form enclosed with the notice with the Vice President of Student Services.

#### 7.0 Hearing by Disciplinary Appeals Committee

- 7.1 If an appeal of the notice of disciplinary action is submitted in a timely manner, a Disciplinary Appeals Committee shall conduct a hearing upon the charges contained in the notice of disciplinary action. The student involved or his/her representatives, shall be given not less than forty-eight (48) hours advance written notice of the time, date and place of said hearing.
- 7.2 The Disciplinary Authority recommending the discipline shall be present at the hearing and the student and the parent/guardian shall have a right to be present. In cases of sexual harassment, discrimination based on sex, sexual assault, domestic violence, dating violence, or stalking, the complainant shall also have the right to be present.
- 7.3 The hearing will concern itself with the question of whether the alleged act or omission giving rise to the recommended disciplinary action did in fact occur, and if so, what disciplinary action should be recommended.
- 7.4 At the hearing, the student may represent himself/herself, or may be represented by another person, except that the student shall not be represented by an attorney. In cases of sexual assault, domestic violence, dating violence or stalking, the complainant and the respondent may also bring their advisor.
- 7.5 During the hearing, each party may, at its discretion, make an opening statement, and present witnesses, documents and other evidence in its behalf. The Disciplinary Authority shall present its case first since it has the burden of proof, except as to matters of defense raised by the student, where the student has that burden.
  - 7.5.1 The opening statement is made to indicate to the Disciplinary Appeals Committee the case to be offered by that party. The opening statement is not evidence.
- 7.6 Any witness who is called to testify may be cross-examined by any other party

through the Disciplinary Appeals Committee. On cross-examination, in addition to questions concerning specific facts or events as related to direct examination of the witness, the credibility of the witness may be ascertained by questions concerning the witness' biases, perceptions, and recollections related to the facts or events at issue.

7.6.1 The student may also be called as a witness by the Disciplinary Authority after the student has had an opportunity to present his/her case.

7.6.2 The members of the Disciplinary Appeals Committee may ask questions after the parties have completed their questioning.

7.7 Each side shall have the opportunity to offer rebuttal evidence and to give a closing argument.

7.8 The hearing need not be conducted according to technical rules of court. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.

7.8.1 The Disciplinary Appeals Committee may exclude irrelevant and unduly repetitious evidence.

7.9 The Disciplinary Appeals Committee need only find that the facts are established by a preponderance of the evidence. "Preponderance of the evidence" means evidence, when weighed with that opposed to it, had more convincing force and the greater probability of truth.

7.10 The hearing may be continued from time to time, and shall be recorded either with a tape recorder or by a stenographic reporter.

7.11 At the conclusion of the hearing, the Chair of the Disciplinary Appeals Committee shall prepare a written decision which includes findings of fact and conclusions regarding the issue of whether the act or omission charged occurred, and the type of disciplinary action, if any, it recommends.

7.11.1 This decision shall be completed within ten (10) calendar days of the conclusion of the hearing.

#### 8.0 Decision by College President

8.1 The decision of the Disciplinary Appeals Committee shall be transmitted to the College President for approval, rejection or modification. Neither the student nor the parent/guardian shall have a right to a hearing by the College President. The decision of the College President shall be mailed to the student. In cases of sexual assault, domestic violence, dating violence and/or stalking, the decision of the College President shall be provided to both the complainant and the respondent at the same time.

8.2 If the College President decides to impose a disciplinary suspension, a



- disciplinary probation, or a combination of the foregoing, the decision of the College President shall be final, and any discipline imposed shall take effect from and after the date of said decision. Disciplinary suspensions shall apply District-wide.
- 8.3 If the College President decides to recommend expulsion, the College President's decision shall be referred to the Chancellor for action by the Los Rios Community College District Board of Trustees.
- 8.4 Within seven (7) calendar days after receiving the decision from the Disciplinary Appeals Committee Chair, the College President shall notify the students by mail as specified in Section 3.2 above of the decision, and the disciplinary sanction, if any, imposed.
- 8.4.1 If the College President decides to recommend expulsion, the notice to the student must include a statement that this recommendation may be appealed by a request for appeal, in writing, within seven (7) calendar days from the date of the notice from the College President. Such appeal shall be addressed to the Chancellor, who is the Secretary to the Los Rios Board of Trustees.
- 8.4.2 Failure by the student to give written notice of appeal to the Chancellor within the seven (7) calendar-day period shall constitute acceptance of the disciplinary sanction imposed.
- 8.5 The District will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the District will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. In cases of sexual assault, domestic violence, dating violence or stalking, the District shall notify the complainant and the respondent of the result of any disciplinary hearing, any changes to result and when that result becomes final.
- 9.0 Final Decision on Expulsion
- 9.1 A full record of all disciplinary proceedings which are referred to the Chancellor of this District for decision shall be submitted to the Chancellor.
- 9.2 The Chancellor shall review the record and make a recommendation to the Board of Trustees. The Chancellor shall inform the student that the student can request the Board review be conducted in open session. The decision of the Board of Trustees is final.
- 9.3 The Board of Trustees shall notify the student, the President of the College, the Vice President, Student Services, and the Disciplinary Authority, in writing, of its decision within thirty (30) calendar days of the date when Board review takes place. In cases of sexual assault, domestic violence, dating violence and/or

stalking, the decision of the Board of Trustees shall be provided to both the complainant and the respondent at the same time. Such notification to the student shall be in the manner described in Section 3.2 above.

#### 10.0 Conditions of Return

- 10.1 Where a student has been suspended and conditions of return have been provided as part of the suspension, the student may submit a petition for reinstatement if they desire to return to the College.
- 10.2 Not later than fourteen (14) calendar days from receipt of the student's petition for reinstatement, the Disciplinary Authority or designee shall notify the student by mail of the Disciplinary Authority's decision.
- 10.2.1 In the decision, the Disciplinary Authority or designee shall state whether the student will be reinstated and, if not, the decision shall state the reasons for the denial.
- 10.2.2 Where the petition is incomplete, the student shall be afforded an opportunity to complete the petition and may resubmit it.
- 10.3 In the event the student's reinstatement petition is denied, the student shall have fourteen (14) calendar days from the date of the notice of denial of the student's reinstatement petition to submit an appeal to the College's Chief Student Services Officer setting forth the reasons the student should be reinstated.
- 10.3.1 Where the College's Disciplinary Authority is the Chief Student Services Officer, the President, or President's designee, shall review the appeal.
- 10.4 No later than fourteen (14) calendar days from receipt of the student appeal, the College's Chief Student Services Officer or President, or President's designee, shall notify the student by mail of the Chief Student Officer's determination of the appeal.
- 10.4.1 In the decision, the Chief Student Services Officer or President, or President's designee, shall state whether the student will be reinstated and, if not, the decision shall state the reasons for the denial.
- 10.4.2 The decision of the Chief Student Services Officer or President, or President's designee, shall be final.

[Regulation - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

LRCCD

Adm. Regulation Adopted: 2/5/69  
 Adm. Regulation Revised: 3/6/74; 11/19/80; 2/10/82; 2/28/86; 8/19/86; 11/10/92; 3/6/95;  
 3/6/96; 4/25/16; 10/17/16; 3/27/17; 9/11/17  
 Adm. Regulation Reviewed: 3/27/17  
 Board Policy: [P-2442](#)



[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Purpose and Scope

- 1.1 Regulations relating to student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for discerned misconduct and assuring that all students are accorded fair and objective treatment.
- 1.2 These regulations shall not apply to suspensions from classes imposed by an instructor of this District, nor to sanctions imposed for the failure of students to satisfy the academic standards of the respective colleges.

2.0 Publication of Regulations

- 2.1 Copies of the regulations, together with designations of the respective identities of the persons appointed as Disciplinary Authorities and members of the Disciplinary Appeals Committee, shall be available at each College.
- 2.2 The President of each college shall have the responsibility for making such information known to the students and faculty.
- 2.3 A summary of the regulations shall appear in the student handbook and the faculty handbook.

3.0 Procedural Due Process

- 3.1 In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and be given an opportunity to defend these charges.
- 3.2 This Policy shall be implemented by regulations for a uniform system of student appeals, which shall afford constitutionally sufficient procedural due process to students in the review and appeal of college and District disciplinary decisions.

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LRCCD

Policy Adopted: 2/15/69  
Policy Revised: 3/12/80; 11/19/80; 2/10/82; 2/3/93  
Policy Reviewed: 2/19/15  
Adm. Regulation: [R-2442](#)



**Appendix B:**  
**Annual Disclosure Requirements:**  
**Consumer Information, Title IX and Sexual Violence Communication Document**

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**EM41 Annual Disclosure Requirements: Consumer Information, Title IX and Sexual Violence**

**Target Group:** All Enrolled Students

**Frequency:** Twice per year: February 1<sup>st</sup> and Sept 1<sup>st</sup>

**Subject:** Los Rios Annual Disclosure Requirements: Consumer Information, Title IX and Sexual Violence

**Reviewed Dates:**

**Revised Dates:** 8/31/2016, 1/2017

**Los Rios**

Community College District

**Annual Notice:**

**Consumer Information**

**How to Report & Prevent Sexual Harassment and Sexual Violence**

**What you need to know:**

- Our *Annual Notice of Consumer Information* can be found on a common [District web page](#). From the District web page, students can link to the appropriate college web pages to review their college's required consumer information.
- Los Rios is committed to ensuring a positive learning and working environment for students on campus, free from unlawful discrimination and sexual harassment. Sexual assault – including sexual violence, relationship violence and stalking – is a violation of Title IX and a form of sexual harassment or discrimination.
- To ensure that all students enjoy a safe and secure college community, free of harassment and abuse, we require all Los Rios students to complete an online education program on Violence Intervention & Prevention, called *Not Anymore*. This program covers a variety of serious topics, including sexual assault, dating violence, stalking and – just as important – how to intervene as a bystander.
- This program will benefit you and your college community, as you learn and review the differences between healthy, consensual sexual relations and the many behaviors that constitute illegal sexual assault, violence and harassment, dating violence, domestic violence, and stalking.
- We want you to be able to recognize these behaviors and learn the safe, appropriate steps to prevent or stop them. Nearly 3 of every 4 college students say they would intervene as a bystander in a potentially dangerous situation. This training will give you the necessary tools, knowledge and confidence to step in.
- A *Confidential Advocate* can provide a wide range of information, support and assistance for persons in the District who report they have experienced sexual assault.

**Next steps:**

- PLEASE COMPLETE THE ONLINE PROGRAM NOW. You must complete and pass the

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*Los Rios Community College District*

*American River College, Cosumnes River College, Folsom Lake College, Sacramento City College*

- post-lesson test with a score of 75% or higher.
- instructions for completing the online program:
  1. Log on at [eServices](#), open the Programs & Training tab and complete the entire program.
  2. Make sure you complete the evaluation section at the end of the program.
  3. Save your certificate of completion in case you need it later.
- If you have been the victim of or witness to a sexual assault, immediately contact the Los Rios Police Department: (916) 558-2221, or the college's Title IX Officer.

**Contact:** You may reach the Confidential Advocate by emailing her at [weaveconfidentialadvocate@losrios.edu](mailto:weaveconfidentialadvocate@losrios.edu) or by calling (916) 568-3011. This is a confidential phone line and only the Advocate will be able to retrieve your message and return your call. The WEAVE Confidential Advocate will be available onsite one day a week at each of the colleges: SCC (Monday); FLC (Tuesday); ARC (Wednesday); and CRC (Thursday).

If you have additional questions please contact the Title IX Officer on your campus at the number listed below:

Campus	Name	Title	Location	Phone	Email
ARC	Parrish Geary	Dean, Student Success	Administration Building	(916) 484-8171	gearyp@arc.losrios.edu
CRC	Tadael Emiru	Interim VP, Student Services	Operations & Public Safety	(916) 691-7487	EmiruT@crc.losrios.edu
FLC	Molly Senecal	Dean, Planning and Research	Harris Center, PAC-2261	(916) 608-6688	senecam@flc.losrios.edu
SCC	Andre Coleman	Dean, Counseling & Student Success	RHN 111	(916) 558-2376	ColemaA@scc.losrios.edu

[The Los Rios Community Colleges](#)  
[American River](#) [Cosumnes River](#) [Folsom Lake](#) [Sacramento City](#)

Do not reply to this e-mail. It is for sending notices only.

EM41

## Appendix C: Reminder of Rights and Responsibilities

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American River College  
Cosumnes River College  
Folsom Lake College  
Sacramento City College

1919 Spanos Court  
Sacramento, CA 95825  
Phone: 916 568-3112  
Fax: 916 568-3061  
www.losrios.edu

November 2, 2018

TO: All Los Rios Community College District Employees

FROM: Ryan Cox, Associate Vice Chancellor, Human Resources *RC*

RE: Fall 2018 Reminder of Rights and Responsibilities

The following serves as a reminder of your rights and responsibilities as a Los Rios Community College District employee.

Our policies are rooted in established state and federal laws and support a working and learning safe environment for students, staff and the community. Additionally, many of our collective bargaining agreements also address these issues. In an effort to reduce paper, we are referencing the official employee related policies and regulations which are found on the Los Rios web site at: <http://www.losrios.edu/legal/GCpolreg.htm>

### **NON DISCRIMINATION AND DISABILITY ACCOMMODATION**

The Los Rios Board of Trustees has established policies to support learning and working environments that are free from discrimination based upon ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, marital status or any other unlawful consideration; sexual harassment; as well as providing for college premises that are drug and alcohol free. Further, the District is committed to its obligations under the Americans with Disabilities Act and the Fair Employment and Housing Act to make reasonable accommodations for the known physical and mental limitations of a qualified individual with a disability who is an applicant or employee unless undue hardship would result.

Further, for students with disabilities, the Colleges are committed to providing the appropriate academic adjustments that do not affect the fundamental nature of the educational programs through our DSPS Offices. Where the DSPS offices have created an accommodation, our faculty and staff must honor those accommodations and should treat them as confidential. If a faculty or staff member has a concern about the accommodations provided, an appeal process is available and the faculty or staff member should contact the DSPS office at their campus (See Regulation 2731, section 2.3). While the appeal is pending, the faculty or staff member must follow the accommodations provided by the DSPS offices.

It is further the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities with their Service Animals on District/College property in accordance with the District Policies and Regulations on that subject.

Students, staff and faculty are asked to contact a faculty member or an academic division office staff member to report problems with doors that bar access to a program or service. Faculty will report this to the Division Office, and campus Operations will then repair the door. During repairs, the College will ensure that students, faculty and staff have access to the programs and services in that building.

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*Los Rios Community College District*

*American River College, Cosumnes River College, Folsom Lake College, Sacramento City College*



Each college and the District office have appointed specific individuals responsible for receiving complaints and conducting investigations. You can find a list of these individuals by following this link: <http://www.losrios.edu/legal/Title%20IX%20Officers.htm>.

Individuals are encouraged to review the following websites for further information regarding the District's commitment to its obligations under the Americans with Disabilities Act and the Fair Employment and Housing Act: <http://www.losrios.edu/legal/qc-disability.htm>; <http://www.losrios.edu/legal/qc-discrm.htm>; <http://www.losrios.edu/legal/qc-titleix.htm>.

**Sexual Harassment / Non Discrimination / Violence-Free Workplace Policies and Regulations** can be found in the following sections of the online Policies and Regulations:

Students: P/R-2113, P/R-2423, P-2424, P/R-2441, P/R-2442, P/R-2731

Certificated Personnel: P-5111, P/R-5172, P-5173, R-5178

Classified Personnel: P-6111, P-6161, P/R-6163, R-6167, P-6912, P/R-6913, P/R-6914, P-6915

Management and Confidential Personnel: P-9111, P/R-9152, P-9153, R-9159, P/R-9413

All other college employees – including faculty, staff or administrators – who receive reports of sexual assault are required to notify the college's Title IX Officer of the report. The college procedures include informing a reporting party about his/her right to file criminal charges as well as written notification about resources such as counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus.

Sexual harassment and sexual violence are prohibited by federal and state law and by the colleges of the Los Rios Community College District. These laws and policies apply to all employees and students. The District provides online education programs to inform students and employees of the applicable laws related to sexual harassment and sexual violence, the definitions of relevant terms related to these topics and the process to follow to report prohibited actions or behaviors. The following trainings provide more information about these topics:

1. **Preventing Sexual Harassment Training** – This training is focused on harassment in the workplace and is available online using the Keenan SafeColleges web site. Employees can also attend an in-person training on their campuses as they are offered throughout the semester. Please use this link to access the Keenan training: <http://losriosccd-keenansafecolleges.com/login>. Simply log in with your employee ID number (minus the W), click "Sign In," click "View More Courses," click on the *Sexual Harassment: Policy and Prevention* category, then select your course from the two listed: either *California AB1825 Full* (for managers and supervisors) or *Full Course* (for faculty and classified staff). This training is required every two years.
2. **"Not Anymore" Program** – This online program is available through student enrollment and is designed specifically for community college students. The District highly encourages all employees to view this program to be informed of what the District communicates to our students about these topics. To access this program, visit the Employee Self Service Page and click on the "Title IX Mandatory Training", next to the "Not Anymore" icon.

#### **DRUG AND ALCOHOL FREE WORKPLACE**

This policy is based upon the federal and state laws that require the District to notify students and employees that the unlawful manufacturing, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and on college premises. Attached are Local Counseling and Rehabilitation Program references and information for employees. Students, faculty and staff that violate this policy may be subject to discipline up to and including termination, and may also face civil and/or criminal penalties. The abuse of alcohol and drugs can have serious health consequences. Further information about these items can be seen in the appendix to the below policies.

**Drug and Alcohol Free Workplace Policies** can be found in the following sections of those online policies:



Students: P-2443

Certificated Personnel: P-5621

Classified Personnel: P-6821

Management and Confidential Personnel: P-9154

#### **PROFESSIONAL/ETHICAL BEHAVIOR & CONFLICT OF INTEREST POLICIES**

The Los Rios Board of Trustees has established a policy that provides a model of behavior for itself and all District employees. All employees are encouraged to review Board Policy 3114 and their own colleges' statements on ethical and professional behavior.

It is the policy of the District that an employee shall not participate in a decision or transaction or provide a service if they have a conflict of interest. A conflict of interest exists when an employee, in their role as an employee, participates in a decision or transaction or provides a service, where the employee or their immediate family personally benefits from the decision, transaction or service. The benefit received may either be financial or nonfinancial. If it is unclear whether a conflict of interest exists, you should contact your supervisor. See P-8631

#### **WEAVE CONFIDENTIAL ADVOCATE PROGRAM**

The Los Rios Community College District and our four colleges are committed to creating a safe environment to learn and work. The innovative WEAVE Confidential Advocate program was designed to offer safe, confidential options for students or staff who have been the victim of sexual assault, sexual violence, relationship violence or stalking. Recently, the program was expanded to provide support for victims of sexual harassment as well. The District has created a simple guide (<http://losrios.edu/legal/resources/sexualassaultyourchoices.pdf>) for students or staff who wish to understand their options in the case that they, or someone they know, has been a victim.

Some additional resources:

- WEAVE at Los Rios website - <https://www.weaveinc.org/weave-los-rios>
- [WEAVE Confidential Advocate Video](https://www.youtube.com/watch?v=huPRSXQm8hM&t=9s) - <https://www.youtube.com/watch?v=huPRSXQm8hM&t=9s>
- [District information about Sexual Violence and Title IX](http://www.losrios.edu/legal/gc-titleix.htm) - <http://www.losrios.edu/legal/gc-titleix.htm>
- [District Information about Sexual Harassment](http://www.losrios.edu/legal/gc-discrm.htm) - <http://www.losrios.edu/legal/gc-discrm.htm>

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), the State Student Records Act (Education Code, § 76200), and our Board Policies and Regulations (P/R 2265/2265) make records that refer to students and are maintained by the college confidential unless there is an exception.

**What is FERPA?** The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is designed to protect the privacy of students' education records maintained by the District. This federal law spells out the rights of students and the responsibilities of educational institutions. The law asserts that the institution may not release student records to third parties without the student's written permission and also grants the student certain rights to correct their Educational Records. There are many exceptions when student permission is not required. This permission must be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the party or parties to whom the disclosure may be made.

**What are education records?** An education record is any record that is directly related to a student and maintained by the college. A student has the right of access to these records. Education records include any records in whatever medium (handwritten, e-mail, print, magnetic tape, film, diskette, etc.) that is in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

**What happens if non-compliance occurs?** The student has the right to file a complaint with the U.S. Department of Education in Washington, D.C. This complaint may result in the loss of federal funding for

financial aid and educational grants for the Los Rios Community College District and the filing of civil litigation. Action to terminate funding is generally taken only if compliance cannot be secured by voluntary means.

Please see the following for further details: <http://www.losrios.edu/legal/resources/FERPATips.pdf>

#### **CALIFORNIA MANDATED REPORTING**

Effective January 1, 2013, California Penal Codes 11164-11174.3 make it mandatory for any California community college employee whose duties bring them into contact with children on a regular basis or any supervisor of such an employee to report suspected child (under 18 years of age) abuse and neglect. This includes nearly all Los Rios employees, including all Coaches and Assistant Coaches.

You may access the California Mandated Reporting information from a Los Rios computer at [http://www.losrios.edu/hr/hr\\_internal.htm](http://www.losrios.edu/hr/hr_internal.htm) under the Training section. You may also access this information from any off-campus computer from the Human Resources website, under Employee Resources at [http://www.losrios.edu/hr/hr\\_exthome.htm](http://www.losrios.edu/hr/hr_exthome.htm).

Also, attached you will find a one-page flyer with information on the California Mandated Reporting.

#### **ADMINISTRATIVE COMPUTER USE AND REGULATIONS**

Employees who use District computers are reminded that the equipment and transmission lines are the property of Los Rios Community College District and, as such, must be used in accordance with established District regulations. All employees are encouraged to review Board Policies and Regulations 8811, 8831, 8851 and 8871.

#### **WORKPLACE BULLYING**

The District has established a workplace bullying hotline. Employees are encouraged to report incidents of workplace bullying, unprofessional behavior, questionable practices, and/or any behavior which makes them feel uncomfortable and/or unsafe at work. Reports can be made by calling 916-286-3600. Callers can remain anonymous.

#### **CLERY ACT**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas.

In compliance with the Clery Act requirements, our college campuses publish the information in college catalogs, schedules, etc. We encourage our employees and students to view this information online at: <https://www.police.losrios.edu>.

#### **INFORMATION AVAILABLE ONLINE**

In addition to the above, you are encouraged to visit the Employees only web site. (To access the Employees only web site, from the main District web page [www.losrios.edu](http://www.losrios.edu), click on "Employees", and then click on "All other links require secure login – click here to enter".) Here you will find additional helpful resources. Just a few of the many resources listed below can be accessed from this page. Please remember this information is available only when logged on to a District computer.

- Americans with Disabilities Act Information
- Calendars (Academic, Classified, Management)
- Employee Benefits
- General Services
  - Emergency Response Procedures
  - Safety and Risk Management
- Human Resources
  - Classified Job Descriptions (LRCEA, LRSA & SEIU)
  - Collective Bargaining Agreements
  - Evaluation/Performance Review Forms
  - Faculty Hiring Manual
  - Salary Schedules



### **BLOODBORNE PATHOGENS**

Per our District Exposure Control Plan for Bloodborne Pathogens, there is a list of job classifications that potentially have occupational exposure to bloodborne pathogens. If you are an individual in one of the classifications listed below, and have not already done so, please complete the Hepatitis B Vaccination form located at <http://www.losrios.edu/~risk/Hepatitis%20Vac%20Form.pdf> (link only accessible from a District computer), and return it to Human Resources. If you have not already completed the Hepatitis B vaccination series, we highly recommend that you complete the vaccination series. Due to individual medical needs, please ask your personal physician for the vaccination.

The following is a list of job classifications in LRCCD in which all employees have occupational exposure (this list is not all inclusive).

#### **Position Titles**

##### **NON-FACULTY POSITIONS:**

Animal Health Instructional Technician  
 Assistant Coach  
 Assistant Sports Program Director  
 Athletic Trainer  
 Campus Patrol  
 Chief of Police  
 Child Development Center Associate Teacher  
 Child Development Center Lead Teacher  
 Child Development Center Supervisor  
 Child Development Center Teacher  
 Child Development Services Analyst  
 Child Development Center Clerk  
 College Nurse  
 College Reserve Police Officer  
 College Safety Officer  
 Custodial Supervisor  
 Custodial/Receiving Supervisor  
 Custodian  
 Employment Service Agreement (ESA) - *only required if specified by supervisor*  
 Head Custodian  
 Health Services Assistant  
 Instructional Assistant - Adaptive Physical Education  
 Instructional Assistant - Cosmetology  
 Instructional Assistant - Early Childhood Education  
 Instructional Assistant - Fundamentals of Nursing  
 Instructional Assistant - Health & Education Simulation Lab  
 Instructional Assistant - Phlebotomy Laboratory  
 Instructional Assistant - Physical Education - Athletics  
 Lead Custodian  
 Lead Plumber  
 Lifeguard I  
 Lifeguard II  
 Maintenance Plumber  
 Physical Education/Athletic Attendant  
 Police Captain  
 Police Detective  
 Police Officer  
 Police Sergeant  
 Professional Expert Agreements (PEX) - *only required if specified by supervisor*  
 Specialty Coach  
 Sports Instructor I  
 Sports Instructor II  
 Sports Program Director

##### Stock Clerk

Student Employee - *only required if specified by supervisor*

Swimming Instructor I

Swimming Instructor II

##### **FACULTY POSITIONS:**

Professor - Adaptive Physical Education

Professor - Allied Health

Professor - Animal Science

Professor - Cosmetology

Professor - Dance

Professor - Dental Assisting

Professor - Dental Hygiene

Professor - Early Childhood Ed. (*Lab. Instruction Only*)

Professor - Emergency Medical Technology

Professor - Fitness

Professor - Funeral Services

Professor - Medical Assisting

Professor - Nursing

Professor - Paramedics

Professor - Personal Activities

Professor - Physical Education

Professor - Respiratory Care

Professor - Sacramento Regional Public Safety Training Center:

##### **Specifically Teaching Courses in:**

-Adult Correction Officer Core

-Arrest, Search & Seizure

-Basic Academy - Module III

-Firearms Familiar - PC 832

-Firearms Instructor

-Firearms Instructor - Update

-Force & Weaponry - Update

-Force & Weaponry - Basic

-Impact Weapons Instructor - Update

-Juvenile Corrections Officer Core Course

-PC 832 Arrest, Search & Seizure

-Probation Officer Core Course

-Rifle Instructor - Update

-Weaponless Defense Instructor (WDI)

-Weaponless Defense Instructor -

Advanced (Groundfighting)

-Weaponless Defense Instructor - Update

Professor - Sports

Professor - Veterinary Technology

Professor - Vocational Nursing

If you have any questions, contact Human Resources at (916) 568-3112. The District's Bloodborne Pathogens - Exposure Control Plan is available on-line at <http://www.losrios.edu/~risk/safeprogram.php> (link only accessible from a District computer).

**EMPLOYEE SELF SERVICE – AVAILABLE ONLINE**

There are several services available at the "Employee Self Service" on-line pages, including viewing/printing of your Paycheck(s) and W-2 form(s) and maintaining your ALERT and Emergency Contacts information.

The LRCCD ALERT system, in the event of a work related emergency, allows the District to communicate with employees via e-mail, voice, and text messages to cellular phones. The District maintains employees' Emergency Contacts, which provides the District with whom to contact in case of a personal emergency.

To assist the District in ensuring your safety with up-to-date information, we request that you review your contact information on an annual basis by logging onto the Los Rios Employee Self-Service page from work or home from the main district page [www.losrios.edu](http://www.losrios.edu) (click on "Employees", then click on "Employee Self Service (ESS)", then Login to Employee Self Service). To complete/update your information, click on "Los Rios ALERT Signup Page" and the "Maintain Emergency Contacts" on the left-hand side and fill out all applicable information.

If you are unable to complete the ALERT Sign-up Page or your Emergency Contacts on-line, you may contact Human Resources for appropriate forms by calling (916) 568-3112.

**REMINDER OF RIGHTS AND RESPONSIBILITY**

You are encouraged to review the materials noted in all of the sections above. Employees should have received a copy of each upon their initial employment processing. Should you not have computer access, please contact Human Resources at (916) 568-3112 for copies to be mailed to you immediately.

Attachments: Local Counseling & Rehabilitation Programs  
Employee Assistance Program  
California Mandated Reporting  
Notice from the Labor Commissioner's Office

RC:rf

cc: Ed Bartholome, President, LRCEA  
John Hamilton, LRCEA  
Dean Murakami, President, LRCFT  
Robert Perrone, LRCFT  
Nathan Hansford, SEIU  
Andy LaTorre, President, SEIU  
Gerald Nuckols, President, LRSA  
Stephen McGloughlin, President, LRMA



## LOCAL COUNSELING & REHABILITATION PROGRAMS

### District Health Plans for Employees

#### **Kaiser Permanente**

Kaiser Permanente provides services for detoxification or treatment of medical complications when medically necessary and subject to applicable exclusions. When appropriate, Kaiser Permanente provides treatment for substance abuse which may include: individual counseling, education and group therapy. [Members can self-refer to outpatient behavioral health services by telephoning for an appointment or as a walk-in at our medical facilities during normal business hours. Trained clinicians are available to interview members and make referrals to the appropriate intake and treatment services.] Chemical dependency is covered through Kaiser Permanente and is subject to co-payments and limitations. You can also access mental health services through many of Kaiser Permanente's Health Education Classes. The online path is [www.kp.org/classes](http://www.kp.org/classes) classes, support groups and programs. Members may be subject to a fee such as a copayment per class. Refer to your **Evidence of Coverage** available through the Employee Benefits Department for complete plan information.

#### **Sutter Health Plus**

SHP contracts with US Behavioral Health Plan, California (USBHPC) to administer mental health, behavioral health and substance use disorder (MH/SUD) treatment services defined in this section as Covered Services. If you need MH/SUD treatment services, or have questions about these benefits, call USBHPC's Member Services at 1-855-202-0984, visit USBHPC's website at [liveandworkwell.com](http://liveandworkwell.com), or contact SHP Member Services at 1-855-315-5800 (TTY users call 1-855-830-3500). Mental Health, Behavioral Health and Substance Use Disorder Services are those services provided or arranged by USBHPC for the Medically Necessary treatment of Mental Disorders, including but not limited to treatment for the Severe Mental Illness of an adult or child and/or the Serious Emotional Disturbance of a Child, and/or Alcohol and drug problems, also known as Chemical Dependency, Substance Use Disorder or Substance Abuse. Please refer to your Disclosure Form and Evidence of Coverage for complete plan information.

#### **Western Health Advantage**

WHA has contracted with Human Affairs International of California (HAI-CA), an affiliate of **Magellan Behavioral Health**, to administer all mental health and alcohol and drug abuse benefits under the plan. Members are entitled to receive inpatient and outpatient services with Prior Authorization by HAI-CA, subject to the Copayment listed on the Copayment summary. To find a mental health provider, contact Magellan Health Services at 800-424-1778 or search Magellan Health Services' provider directory [magellanassist.com](http://magellanassist.com). Use the new or unregistered user option and enter WHA's toll-free number: 800.424.1778. You do not have to register to begin your search. Please refer to the plan's Evidence of Coverage (EOC) booklet for a more complete description of mental disorder or chemical dependency services and supplies including those that require prior authorization by the HAI-CA.

*Community resources for rehabilitative or ancillary non-medical support services are also available below. The above plans do not cover the cost of such services.*

### EAP – Employee Assistance Program

Your Employee Assistance Program (EAP) is a free, confidential service to help address the personal issues you or members of your household are facing. This program is being offered through MHN, and includes counseling and clinical support services. Specifically, you can be referred to a local counselor chosen from a network of more than 1,000 local providers for up to five face-to-face counseling sessions per each household member, per issue, per year. In addition, telephonic and web-video consultations are available. Call anytime toll free: 800-535-4985 or log onto <http://mhn.advantageengagement.com> using company code "LRCCD." You can access the flyer here: <http://www.losrios.edu/business/downloads/EAP/MHN.pdf>.

### On-Campus Health Services

American River College	Cosumnes River College	Folsom Lake College	Sacramento City College
Counseling 916.484.8572	Counseling 916.691.7316	Counseling 916.608.6510	Counseling 916.558.2204
Health Center 916.484.8383	Health Center 916.691.7584	Health Center 916.608.6782	Health Office 916.558.2367
		<b>Counseling (EDC) 530.642.5645</b>	

### Off-Campus Health Services

<p><b>2-1-1 Sacramento</b> <a href="http://211sacramento.org/">http://211sacramento.org/</a></p> <p><b>Alcoholics Anonymous</b> <a href="http://www.aa.org">www.aa.org</a> <a href="http://www.aasacramento.org">www.aasacramento.org</a> 9960 Business Park Drive, Suite 110 Sacramento, CA 95827</p> <p><b>Narcotics Anonymous</b> <a href="http://www.na.org">www.na.org</a> <a href="http://www.sacramentona.org">www.sacramentona.org</a></p> <p><b>Network of Care Counseling Center</b> <a href="http://www.sacramento.networkofcare.org/mh/">http://www.sacramento.networkofcare.org/mh/</a></p> <p><b>Pro Youth and Families</b> <a href="http://www.proyouthandfamilies.org/wp2/home/">www.proyouthandfamilies.org/wp2/home/</a> 5299 Auburn Boulevard Sacramento, CA 95841</p>	<p>211 916.498.1000 800.500.4931</p> <p>24h Hotline: 916.454.1100 Bus. Office: 916.454.1771</p> <p>24h Helpline: 866.565.2135 800.600.4673</p> <p>916.485.1211</p> <p>916.576.3300</p>	<p><b>Sacramento County Department of Health and Human Services</b> <a href="http://www.dhs.saccounty.net/">http://www.dhs.saccounty.net/</a></p> <p>Alcohol and Drug Services 916.874.9754 Mental Health Services 916.875.1055 Primary Health Services (Clinic Information) 916.875.5701</p> <p><b>Strategies for Change</b> <a href="http://www.strategies4change.org">www.strategies4change.org</a> 4441 Auburn Boulevard, Suite E Sacramento, CA 95841</p> <p>4343 Williamsborough Drive Sacramento, CA 95823</p> <p><b>Wellspace Health</b> <a href="http://www.wellspacehealth.org">www.wellspacehealth.org</a> 24h Hotline: 916.368.3111 1820 J Street Sacramento, CA 95811 (Appointment) 916.737.5555</p>
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Rev. F/18

Los Rios Community College District

American River College, Cosumnes River College, Folsom Lake College, Sacramento City College



Andre Hamil  
We help our MHN  
members get the  
support they need.

# Your Employee Assistance Program

## How can we help?

Life can be complicated. With MHN, getting help is easy.

Your EAP is here to help with life's many challenges. MHN provides the following services, paid for by your employer.

## Problem-solving support

Call us for help with life's ups and downs. We're here 24/7 to connect or refer you to a professional who can help with:

- Marriage, family and relationship issues.
- Problems in the workplace.
- Stress, anxiety and sadness.
- Grief, loss or responses to traumatic events.
- Concerns about your use of alcohol or drugs.

When you call, you can make an appointment that works for you:

- **Face-to-face sessions** – Meet with a provider from our network (for example, a counselor, marriage and family therapist, or psychologist) in his or her office. We can provide a referral when you call us. You can also search for a provider on our member website.
- **Phone or web-video consultations** – Easily accessed support provided by a network provider or MHN consultant.

Remember that EAP services are not medical care or mental health treatment of any kind. If, in the course of a consultation, clinical problems are suspected, including drug or alcohol problems, we will offer a referral to appropriate medical or mental health services.

## Work and life services

Our experts can help you balance your work with your life!<sup>1</sup> Call us for:

- **Childcare and eldercare assistance** – We'll find out what kind of help you need caring for children or elders in your life. Then we'll give you names and numbers of providers in your area with confirmed openings.
- **Financial services** – Talk to an advisor over the phone about:
  - Budgeting
  - Credit and financial questions (investment advice, loans and bill payments not included)
  - Retirement planning
- **Legal services** – Talk to a lawyer over the phone or face to face about:
  - Civil, consumer and criminal law
  - Personal and family law, including adoption, divorce and custody issues



(continued)

<sup>1</sup>Please contact us for details, including limitations and exclusions.

Managed Health Network, Inc. (MHN) is a subsidiary of Health Net, Inc. The MHN family of companies includes Managed Health Network, MHN Services and MHN Government Services. Health Net and Managed Health Network are registered service marks of Health Net, Inc. or its affiliates. All rights reserved.

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– Financial or tax matters. (Business matters are excluded. Also excluded are any disputes or actions between members and their employer, business partners, MHN, Health Net, or their affiliates.)

- Real estate
- Estate planning

- **Identity theft recovery services** – Speak with a certified consumer credit counselor who can learn more about your situation and help you create a plan. If there is a potential of ID theft, we'll connect you to an identity recovery specialist.
- **Daily living services** – Need help with errands? Planning an event or a vacation? We'll track down businesses and consultants for you. (MHN does not cover the cost nor guarantee delivery of vendors' services.)



**Our member website can help with:**

- Childcare and eldercare directories.
- Tips, tools and calculators to help you with finances, legal issues and retirement planning.

### *Health and wellness resources*

Take charge of your well-being! MHN can help. Just register on our member website to:



- Assess your health and get tips for living better.
- Track progress toward your wellness goals.
- Take advantage of interactive e-learning programs.
- Find articles and videos about health topics.

Call your EAP number to learn more about our wellness coaching services – personalized support to help you set and reach your wellness goals.

This is just a summary. For details about services and eligibility, please contact MHN or your employer, or check your plan documents (such as an *Evidence of Coverage* booklet or *Summary Plan Description*).

### *Your privacy*

EAP services are confidential. Your privacy is important to us, and it is protected by state and federal laws.

### *Need help?*

**Call toll-free, 24 hours a day, seven days a week: 1-800-535-4985**

**TTY users call 711.**

**Or visit us at: [mhn.advantageengagement.com](http://mhn.advantageengagement.com)  
and register with the company code: LRCCD**

You are entitled to up to 5 face-to-face sessions or telephonic or web-video consultations for problem-solving support per incident, per plan period. Separate limits apply for work-life consultations.

#### **We speak your language!**

When you call MHN, free interpretation services are available in over 170 languages. We also contract with a vendor who can physically attend appointments with you, at no cost, if you need help communicating with doctors or other providers.

#### **¡Hablamos su mismo idioma!**

Cuando llame a MHN, podrá usar nuestros servicios de interpretación gratuitos en más de 170 idiomas. Además, contamos con proveedores contratados que pueden asistir en persona a las citas con usted, sin cargo alguno, en caso de que necesite ayuda para comunicarse con los médicos u otros proveedores.

#### **我們說您的語言**

您致電 MHN 時，我們可提供 170 多種語言的免費傳譯服務。我們還聘用了翻譯人員，如果您需要翻譯人員幫助您與醫生或其他醫療服務提供者進行交流，該翻譯人員可以與您一道參加的診，該服務為免費提供。



**CALIFORNIA MANDATED REPORTING  
EASY STEPS...**  
**WHAT MUST BE REPORTED and HOW TO REPORT!**

**What Must be Reported:**

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have *reasonable suspicion* that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

**How to Report:**

**By Phone:** Immediately, or as soon as possible, make a telephone report to Los Rios Police Department at (916) 558-2221 or you may report to the local Police department, Sheriff's department or the Child Welfare Services department.

**In Writing:** Within 36 hours, a written report must be sent, faxed or submitted electronically to the agency where the telephone report was made. The written report should be completed on a state form 8572, which can be downloaded from:

[Los Rios Community College Human Resources Employee Training web page](http://www.mandatedreporterca.com/links/linkspubs.htm) **OR**  
<http://www.mandatedreporterca.com/links/linkspubs.htm>

**Other information:**

Safeguards for Mandated Reporters:

- The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
- As long as a report is filed in good faith, a mandated reporter cannot be held liable in civil or criminal court.

Failure to report:

- Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.

For the complete law and a list of mandated reporters refer to California Penal Codes 11164-11174.3.

\*For more information & training, visit the Los Rios Community College District website at

<http://www.losrios.edu/hr/training/employeetraining.htm>

This document and Mandated Reporting information can be found at

[Mandated Reporter-California](#)



The Labor Commissioner's Office

**EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT**

**RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE,  
SEXUAL ASSAULT AND STALKING**

***Your Right to Take Time Off:***

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

***Your Right to Reasonable Accommodation:***

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

***Your Right to Be Free from Retaliation and Discrimination:***

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

***You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.***

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.

**Labor Commissioner's Office Victims of Domestic Violence, Sexual Assault and Stalking Notice 5/2017**

## EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following basis: against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or, making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a Workforce Innovation and Opportunity Act (WIOA) Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

American River College: Kate Jaques, Ext: 8406 or, (916) 484-8406

Cosumnes River College: Alex Casareno, Ext: 7740 or (916) 691-7740

District Office/Facilities Management/ Ethan Way Center: Jacob Knapp, Ext: 3063 or (916) 568-3063

Folsom Lake College: BJ Snowden, Ext: 5762 or (916) 608-5762

Sacramento City College: Kirk Sosa, Ext: 2062 or (916) 558-2062

or

**Director, Civil Rights Center (CRC), U.S. Department of Labor**  
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or  
electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written *Notice of Final Action*, or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above).

If the recipient does not give you a written *Notice of Final Action* within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written *Notice of Final Action* on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the *Notice of Final Action*.



## La Igualdad De Oportunidades Es La Ley

Es contra la ley que este beneficiario de asistencia financiera federal discrimine de la siguiente manera: contra cualquier individuo en los Estados Unidos, sobre la base de raza, color, religión, sexo (incluyendo embarazo, parto y afecciones médicas relacionadas, estereotipos sexuales, estatus de transexuales e identidad de género), origen nacional (incluyendo la competencia limitada en inglés), edad, incapacidad, o afiliación o creencia política o contra cualquier beneficiario de, solicitante o participante en programas con asistencia financiera bajo el Título 1 del Workforce Innovation and Opportunity Act (WIOA), sobre la base del estatus de ciudadanía del individuo o la participación en cualquier programa o actividad con asistencia financiera del Título de WIOA.

El destinatario no debe discriminar en ninguna de las siguientes áreas: decidir quién será admitido, o tendrá acceso, a cualquier programa o actividad con asistencia financiera del Título 1 de WIOA; proporcionar oportunidades o el tratar a cualquier persona con respeto a dicho programa o actividad; o, tomar decisiones de empleo en la administración de, o en relación con, tal programa o actividad.

Los destinatarios de la asistencia financiera federal deben tomar medidas razonables para garantizar que las comunicaciones con las personas sean tan efectivas como las comunicaciones con los demás. Esto significa que, previa solicitud y sin costo para el individuo, se requiere que los destinatarios proporcionen ayuda y servicios auxiliares adecuados a personas calificadas con discapacidades.

### Qué Hacer Si Usted Cree Que Ha Experimentado Discriminación

Si usted piensa que ha sido sometido a discriminación bajo una ley de Workforce Innovation and Opportunity Act I (WIOA) Título I programa o actividad asistida financieramente, usted puede presentar una queja dentro de 180 días a partir de la fecha de la presunta violación con cualquier:

El funcionario de Igualdad de Oportunidades del destinatario (o la persona a la que el destinatario ha designado para este propósito);

American River College: Kate Jaques, Ext: 8406 or, (916) 484-8406

Cosumnes River College: Alex Casareno, Ext: 7740 or (916) 691-7740

District Office/Facilities Management/ Ethan Way Center: Jacob Knapp, Ext: 3063 or (916) 568-3063

Folsom Lake College: BJ Snowden, Ext: 5762 or (916) 608-5762

Sacramento City College: Kirk Sosa, Ext: 2062 or (916) 558-2062

o

**Director, Civil Rights Center (CRC/Centro de Derechos Civiles), U.S. Department of Labor (Departamento de Trabajo de Estados Unidos)**  
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, o electrónicamente como se indica en el sitio web de CRC en <https://www.dol.gov/crc>

Si presenta su queja con el destinatario, debe esperar hasta que el destinatario emita una Notificación por escrito de la Acción Final, o hasta que hayan pasado 90 días (lo que ocurra primero), antes de presentar su queja con el CRC (véase la dirección anterior).

Si el destinatario no le da una Notificación por escrito de la Acción Final dentro de los 90 días del día en que usted presentó su queja, usted puede presentar una queja ante el CRC antes de recibir ese aviso. Sin embargo, usted debe presentar su queja de CRC dentro de 30 días de la fecha límite de 90 días (en otras palabras, dentro de los 120 días después del día en que usted presentó su queja con el destinatario).

Si el destinatario le da una Notificación por escrito de la Acción Final sobre su queja, pero usted no está satisfecho con la decisión o resolución, usted puede presentar una queja ante el CRC. Usted debe presentar su queja de CRC dentro de 30 días de la fecha en que recibió Notificación de la Acción Final.

## Appendix D: Drug and Alcohol-Free Workplace and College Premises

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Drug and Alcohol-Free Workplace and College Premises

### APPENDIX A

P-2443, P-5621, P-6821, and P-9154

1 of 6

- I. Pursuant to the Drug and Alcohol-Free Workplace and College Premises Policies, the following additional information is provided to Los Rios Community College District faculty, staff, and students about the use of alcohol and illegal drugs:**

#### Disciplinary Sanctions

Violation of the Drug and Alcohol-Free Workplace and College Premises Policies shall result in the prompt imposition of sanctions. For faculty, administrators, or staff, these sanctions depend on the nature and severity of the offense and may range from a warning, a counseling memorandum, a written reprimand, required satisfactory participation in counseling or rehabilitation programs, probation, paid or unpaid suspension, termination of employment, and/or referral to proper law enforcement authorities for prosecution. For students, these sanctions also depend on the nature and severity of the offense and may range from a warning, a counseling memorandum, a written reprimand, required satisfactory participation in counseling or rehabilitation programs, probation, suspension, expulsion from the College, and/or referral to proper law enforcement authorities for prosecution. Any sanctions taken against faculty, administrators, or staff will be carried out in accordance with the applicable Collective Bargaining Agreement, the District's Policies and Regulations, and the Education Code. Any sanctions taken against students will be carried out in accordance with the District's Policies and Regulations and the Education Code.

#### Education Counseling and Rehabilitation Programs

The Employee Assistance Program (EAP) offers assessment, short-term counseling, and referral services for faculty, staff, and their dependents. In addition, the program is intended to provide crisis intervention, as well as training or consultation services for administrators and supervisors who need to know how to identify or make referrals for individuals whose substance abuse problems are affecting work performance and unit morale. Contact Employee Benefits for information about the available resources. Other facilities in the Sacramento Region offer similar counseling and treatment services for faculty, staff, and students as noted in Section II of this appendix.

#### Health Risks and Legal Sanctions

Alcohol and substance abuse can create serious health risks and result in misdemeanor or felony convictions and the imposition of a range of criminal penalties, including large fines and imprisonment. Please refer to Sections III and IV of this appendix for a more detailed description of these health risks, laws, and penalties.

- II. Education Counseling, and Rehabilitation Programs**

Numerous agencies and organizations provide counseling and rehabilitation programs for the use of drugs and alcohol. Contact Employee Benefits for additional resources.

#### Alcoholics Anonymous (AA)

AA provides free meetings. For meeting times and locations, visit their website at [www.aasacramento.org](http://www.aasacramento.org) or call their 24-hour hotline in Sacramento at (916) 454-1100.



Al-Anon

This group is for friends or family members of someone who struggles with alcoholism. For meeting times and locations, visit their website at <http://www.newsa.org>.

Narcotics Anonymous

For information, visit their website at <http://sacramentona.org/> or call their 24-hour hotline in Sacramento at (800) 600-4673.

New Dawn Chemical Dependency Recovery Center

New Dawn's chemical dependency programs are dedicated to helping individuals and their families find independence from chemical and/or alcohol dependency. They have specific programs dedicated to teens and adults with facilities located in areas around Sacramento, including Auburn, Sacramento, and Rancho Cordova. They offer a free intake/assessment. For more information, please call their toll-free number at (866) 969-4300 or visit their website at <https://www.newdawnrecoverycenters.com/>.

Strategies for Change

Strategies for Change offers individual and family treatment of substance abuse including day treatment and intensive outpatient, outpatient, and youth substance abuse programs. Most insurance plans and Medi-Cal accepted. Private pay options are also available. There are two locations in Sacramento. For more information, please call (916) 473-5764 (North Sacramento) or (916) 395-3552 (South Sacramento), or visit their website at <http://strategies4change.org>.

Sacramento County Alcohol and Drug Services

This is part of the Division of Sacramento County Health and Human Services. They offer prevention, treatment, and recovery services for alcohol and drug abuse. Clients must attend a preliminary assessment prior to receiving services. For more information visit their website at <http://www.dhs.saccounty.net/BHS/Pages/Alcohol-Drug-Services/Alcohol-and-Drug-Services.aspx>.

Yolo County Alcohol and Other Drug Services

They offer court-mandated treatment services in addition to services for pregnant and parenting women and a six-month chemical dependency program. For more information visit their website at <https://www.yolocounty.org/health-human-services/>.

WellSpace (formerly The Effort)

WellSpace offers outpatient individual and group counseling in Sacramento. There is a sliding scale fee based on income. For more information, visit their website at <http://www.wellspacehealth.org/> or call (916) 737-5555.



### III. Health Risks

Substance abuse and drug dependency carry significant health risks.

#### Alcohol

Alcoholism is a disorder that has profound psychological, biological, and societal effects. It is usually characterized by one of three different patterns:

1. Regular daily intoxication;
2. Drinking large amounts of alcohol at specific times;
3. Periods of sobriety interspersed with periods of heavy daily drinking.

The disorder is usually progressive, and physical dependence can develop; if this happens, serious, sometimes life threatening symptoms can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence. Chronic alcohol abuse can produce irreversible health changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or to aspiration of vomitus, or as the result of any automobile accident while driving intoxicated.

#### Marijuana (Cannabis)

Marijuana is the most commonly used illegal drug in the United States. Though physiological consequences do depend on frequency, duration, and quantity of use, marijuana use has been linked to impairment of short term memory, concentration, judgment, perception, and fine motor skills. Thus the use of this drug increases the risk of machinery or motor vehicle accident and injury for four to six hours after ingestion. Impairment of memory may last for three to six months, even if use of the drug is discontinued completely. The active chemical in marijuana (THC) remains stored in body fat cells long after ingestion. Marijuana use is associated with chronic anxiety, depression, and paranoid feelings. It can exacerbate or increase significantly underlying emotional problems. Frequent and/or ongoing use by children and adolescents may have long term developmental consequences resulting in lack of motivation, apathy, and difficulty managing current stresses and responsibilities, as well as making appropriate plans for the future. Pregnant women who use marijuana may be at a higher risk for giving birth to children with developmental or birth defects.

#### Hallucinogens

This category includes drugs such as lysergic acid diethylamine (LSD, also known as "acid"), mescaline, and peyote. These drugs cause delusions, hallucinations, and impaired perception of time and space. Phencyclidine (PCP or "angel dust") and amphetamine variants known as "ecstasy" are included in this category, though they rarely cause hallucinations in the true sense.

APPENDIX A

P-2443, P-5621, P-6821, and P-9154

4 of 6

They are, however, potent drugs that have mind-altering effects and impair perception and cognition. Hallucinogens can produce a “bad trip” with anxiety, agitation, hallucinations, and paranoia leading to impulsive behavior. After a “bad trip,” the person can be subject to “flashbacks,” which are recurrences of the experiences of the “bad trip” without taking any more of the drug. Psychosis and impaired thinking may result after long-term use.

Cocaine

The use of cocaine, an illegal stimulant drug, has risen dramatically in the United States. Other names for this drug are code, C., lady, and snow. Cocaine is a white powder that is snorted, injected into veins, or smoked freebase or as “crack.” Crack is a crystalline form of cocaine that is also known as “rock,” from its small, white, rock-like appearance. (“Speed balls” are cocaine mixed with heroin, which is a particularly dangerous combination.) Crack produces the most intense cocaine high; addiction can occur after using it only once or twice. Cocaine highs are characterized by feelings of extreme happiness and a sense of limitless power and energy. However, the physical effects include high blood pressure and heart palpitations. A cocaine “crash” follows the high and includes symptoms of depression, dullness, great irritability, and paranoia. Serious medical complications occur with cocaine use, such as heart attacks (even in young people), seizures, and strokes due to high blood pressure. The psychological effects of cocaine use include violence, paranoia, and personality changes as well as symptoms such as depression, anxiety, and confusion. Pregnant women using cocaine have increased risk of miscarriages and still-births. Newborns addicted to cocaine are irritable, unresponsive, prone to have malformed kidneys and genitals, and prone to have heart attacks and strokes. Addiction to cocaine controls aspects of the user’s life, impinges on the lives of those closest to the user, and occurs in people of all ages, classes, and educational levels.

Amphetamines and Other Stimulants

In addition to cocaine, a number of other drugs stimulate the nervous system and are very addictive. Most of them belong to the amphetamine family of drugs. Dexedrine (present in “diet” pills) may at times be prescribed by a physician, but its use as a legitimate medication is now infrequent. Street drugs of the amphetamine group include “ecstasy” and “ice.” Ice is a smokable amphetamine compound that is very potent, and the effects are long-lasting and devastating. The health risks of these and other stimulants are similar to those of cocaine use.

Narcotics, Including Heroin

Various medications are taken to relieve pain. Most non-prescription pain relievers (such as aspirin, Tylenol, Motrin, and Nuprin) are not considered addictive. However, there is a class of stronger pain relievers, available by prescription only, which are referred to as narcotics and most of which are opiates. Examples of these drugs include morphine, codeine, Tylenol No.3, Darvon, Darvocet, Percocet, Percodan, Demerol, and certain prescription cough medicines. These drugs differ from non-prescription pain relievers in their potential for abuse and dependence. With close medical supervision, these drugs may be safely used in specific medical circumstances for a limited time. However, addiction may occur and the person may not want to stop the drug even when the pain has stopped. Tolerance to the drug is shown by



APPENDIX A

P-2443, P-5621, P-6821, and P-9154

5 of 6

an increase in the amount of drug necessary to relieve pain. This becomes progressive and leads to the craving or need for larger and larger doses, without which the person becomes extremely uncomfortable and physically ill. The time may come when the person "needs" such a large dose of the drug that it is poisonous or lethal. Under these circumstances, coma, suffocation, and death may ensue. The malignant course of this problem is similar to that of addiction to heroin.

Although heroin is not available by prescription, it is a narcotic that belongs to the same chemical family as the above drugs. The use of heroin is mainly by injection into a vein, which carries the additional medical dangers of contracting AIDS and hepatitis from unclean needles and syringes.

Sedatives and Tranquilizers

The barbiturates and the benzodiazepines are two of the most commonly used classes of sedatives. The barbiturates (such Phenobarbital, Seconal, and Amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by the benzodiazepines, used for relief of anxiety and to promote sleep. The benzodiazepines include such drugs as Valium, Librium, Ativan, Xanax, Dalmane, Halcion, and Restoril.

While safe and effective at moderate doses for short periods of time (weeks), all the benzodiazepines have a potential for physical and psychological dependence if used at higher doses for longer periods of time. Frequently the benzodiazepines are abused by adults who become dependent on them because of their anti-anxiety effects. Other tranquilizers which may be abused include methaqualone (Quaaludes), Doriden, and Equanil. Intoxication may result from benzodiazepine use and resembles alcoholic drunkenness. Drowsiness, slurred speech, unsteady gait, and lack of coordination are common signs. The effects of the benzodiazepines (and the barbiturates and other sedatives) add to those of alcohol; taken together, they can lead to coma and even death. Withdrawal from benzodiazepines resembles alcohol withdrawal and is most apparent if the drugs are stopped abruptly. Withdrawal takes place within hours to days of stopping the drug. Once a person is addicted to benzodiazepines, a physician should supervise the plan for gradually stopping them, to minimize the serious effects of withdrawal.

**IV. Legal Sanctions**

Federal law and California law prohibit the solicitation, procurement, sale or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, California, and Federal law for the unlawful distribution of alcohol and illicit drugs range from probation, diversion, and imprisonment in the county jail for less than one year, to imprisonment in Federal or State Prison.

The use of alcohol beverages must be in compliance with California law and is strictly limited to persons 21 years of age or older and is further limited to authorized events when consumed at the Colleges. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited. Persons under 21 convicted of purchasing or consuming alcohol or possessing it in public face fines, license suspensions

Drug and Alcohol-Free Workplace and College Premises

APPENDIX A

[P-2443](#), [P-5621](#), [P-6821](#), and [P-9154](#)

6 of 6

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and community service. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test. Persons who possess alcohol at a Los Rios Community College when not authorized are also subject to fines and community service.

Misdemeanor convictions for campus drug use can result in a fine and incarceration of up to a year in a county jail. Relatively few drug-related infractions may be considered misdemeanor offenses, however. Most drug use convictions are defined as felony acts.

Felony convictions for campus drug use can result in a substantial fine and a lengthy jail sentence in state or federal prison. Convictions for manufacture, possession for sale, or use of substances such as the following examples are felony offenses: amphetamines (whites, uppers), barbiturates, codeine, cocaine/crack, heroin, LSD, methamphetamines (crank, crystal), marijuana, PCP, and Quaaludes.

Federal law specifies how and when the District will withhold financial aid from students convicted of drug violations.

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LRCCD

Last Update: 7/10/15



## Appendix E: Employee Assistance Program



**Andre Hamil**  
We help our MHN  
members get the  
support they need.



# Your Employee Assistance Program

### *How can we help?*

Life can be complicated. With MHN, getting help is easy.

Your EAP is here to help with life's many challenges. MHN provides the following services, paid for by your employer.

### *Problem-solving support*

Call us for help with life's ups and downs. We're here 24/7 to connect or refer you to a professional who can help with:

- Marriage, family and relationship issues.
- Problems in the workplace.
- Stress, anxiety and sadness.
- Grief, loss or responses to traumatic events.
- Concerns about your use of alcohol or drugs.

When you call, you can make an appointment that works for you:

- **Face-to-face sessions** – Meet with a provider from our network (for example, a counselor, marriage and family therapist, or psychologist) in his or her office. We can provide a referral when you call us. You can also search for a provider on our member website.
- **Phone or web-video consultations** – Easily accessed support provided by a network provider or MHN consultant.

Remember that EAP services are not medical care or mental health treatment of any kind. If, in the course of a consultation, clinical problems are suspected, including drug or alcohol problems, we will offer a referral to appropriate medical or mental health services.

### *Work and life services*

Our experts can help you balance your work with your life!! Call us for:

- **Childcare and eldercare assistance** – We'll find out what kind of help you need caring for children or elders in your life. Then we'll give you names and numbers of providers in your area with confirmed openings.
- **Financial services** – Talk to an advisor over the phone about:
  - Budgeting
  - Credit and financial questions (investment advice, loans and bill payments not included)
  - Retirement planning
- **Legal services** – Talk to a lawyer over the phone or face to face about:
  - Civil, consumer and criminal law
  - Personal and family law, including adoption, divorce and custody issues



*(continued)*

<sup>1</sup>Please contact us for details, including limitations and exclusions.

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FLY003406EH00 MCF-01 (6/15)

Los Rios Community College District  
American River College, Cosumnes River College, Folsom Lake College, Sacramento City College

- Financial or tax matters. (Business matters are excluded. Also excluded are any disputes or actions between members and their employer, business partners, MHN, Health Net, or their affiliates.)

- Real estate  
- Estate planning

- **Identity theft recovery services** – Speak with a certified consumer credit counselor who can learn more about your situation and help you create a plan. If there is a potential of ID theft, we'll connect you to an identity recovery specialist.
- **Daily living services** – Need help with errands? Planning an event or a vacation? We'll track down businesses and consultants for you. (MHN does not cover the cost nor guarantee delivery of vendors' services.)



**Our member website can help with:**

- Childcare and eldercare directories.
- Tips, tools and calculators to help you with finances, legal issues and retirement planning.

### Health and wellness resources

Take charge of your well-being! MHN can help. Just register on our member website to:



- Assess your health and get tips for living better.
- Track progress toward your wellness goals.
- Take advantage of interactive e-learning programs.
- Find articles and videos about health topics.

Call your EAP number to learn more about our wellness coaching services – personalized support to help you set and reach your wellness goals.

This is just a summary. For details about services and eligibility, please contact MHN or your employer, or check your plan documents (such as an *Evidence of Coverage* booklet or *Summary Plan Description*).

### Your privacy

EAP services are confidential. Your privacy is important to us, and it is protected by state and federal laws.

### Need help?

Call toll-free, 24 hours a day, seven days a week: 1-800-535-4985

TTY users call 711.

Or visit us at: [mhn.advantageengagement.com](http://mhn.advantageengagement.com)  
and register with the company code: LRCCD

You are entitled to up to 5 face-to-face sessions or telephonic or web-video consultations for problem-solving support per incident, per plan period.

Separate limits apply for work-life consultations.

#### We speak your language!

When you call MHN, free interpretation services are available in over 170 languages. We also contract with a vendor who can physically attend appointments with you, at no cost, if you need help communicating with doctors or other providers.

#### (Hablamos su mismo idioma)

Cuando llame a MHN, podrá usar nuestros servicios de interpretación gratuitos en más de 170 idiomas. Además, contamos con proveedores contratados que pueden asistir en persona a las citas con usted, sin cargo alguno, en caso de que necesite ayuda para comunicarse con los médicos u otros proveedores.

#### 我們說您的語言

您致電 MHN 時，我們可提供 170 多種語言的免費傳譯服務。我們還聘用了翻譯人員，如果您需要翻譯人員幫助您與醫生或其他醫療服務提供者進行交流，該翻譯人員可以與您一道參加診療，該服務為免費提供。

## Appendix F: Student Code of Conduct—Policy 2441

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STUDENT RIGHTS AND  
RESPONSIBILITIES

Standards of Conduct P-2441

Standards of Conduct and Due Process

i of 2

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Student Conduct as a Condition of Enrollment

- 1.1 A student enrolling in one of the Los Rios colleges may rightfully expect that students, faculty and administrators will maintain an environment in which there is freedom to learn. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible non-violent manner.
- 1.2 Student conduct must comply with federal and state laws, college rules and regulations, and District policies and regulations. Students who violate such rules and regulations are subject to disciplinary action.

2.0 Tolerance of Divergent Opinions

- 2.1 Within any active college community there will be a difference of opinion on many vital issues which confront society. There is a legitimate need to examine and discuss these issues on a college campus. Students should be provided opportunities to discuss such issues and be assured that peaceful protest on their part will be allowed and protected. The College shall establish procedures for orderly petition and protest.
- 2.2 Discussions and protests which violate the rights, privileges and property of other members of a college community are not in keeping with the purposes for which a college exists.

3.0 Violation of Rights of Others

- 3.1 The violation of the legitimate rights of others, physical abuse and intimidation, violence, the destruction or seizure of college property, cannot and will not be recognized as acceptable tactics for expressing a point of view. Such behavior cannot be condoned in an academic community.
- 3.2 It is the intent of this policy to protect the rights of all, minority and majority, to provide a climate of civility and rationality and to establish and declare clear opposition to violence as a form of persuasion.

4.0 Computer-Related Crimes (Penal Code § 502)

- 4.1 The Legislature has declared that individuals, governmental agencies and businesses should be protected from tampering, interference, damage and unauthorized access to lawfully-created computer data and computer systems.
- 4.2 In furtherance of this protection, Penal Code § 502 specifies computer-related crimes and appropriate punishment for such violations.



- 4.3 Penal Code § 502 mandates community colleges to include computer-related crimes as a specific violation of college policies and regulations that may subject a student to disciplinary sanctions up to and including dismissal from the academic institution

5.0 Standards of Behavior

- 5.1 The colleges are expected to clarify those standards of behavior which they consider essential to their educational philosophies. These general behavioral expectations and the resultant specific regulations should represent a reasonable governance of student conduct.
- 5.2 Students should participate in formulating regulations on student conduct and these regulations should be published in the student handbook or a generally available body of college regulations.
- 5.3 Students should expect uniform, objective and equal treatment for all who violate college rules and regulations.

6.0 Disciplinary Action

- 6.1 The Chancellor is delegated the authority to enforce such rules and regulations and shall establish the process for such enforcement.
- 6.2 The Board authorizes the Chancellor to take disciplinary action for discerned misconduct and will follow the procedure of due process established in Regulation 2442.

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

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LRCCD

Policy Adopted: 6/30/65  
Policy Revised: 9/1/65; 4/23/69; 1/7/70; 3/15/72; 3/6/74; 11/19/80; 2/10/82; 1/10/90; 2/3/93;  
3/6/96  
Policy Reviewed: 2/19/15  
Adm. Regulation: [R-2441](#)



## Appendix G: Student Grievance Procedures—Policy 2412

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STUDENT RIGHTS AND RESPONSIBILITIES

Student Grievance P-2412  
Procedures

Student Rights and Responsibilities

1 of 2

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

### 1.0 Purpose and Scope

1.1 It is the intent of the Los Rios Community College District Board of Trustees to provide prompt and equitable means for resolving student grievances. A student may file a grievance or grieve an action or decision of the Los Rios Community College District or one of its Colleges when the student's status and/or rights have been adversely affected.

1.1.1 Grievances relating to grades are subject to Education Code, section 76224(a) which reads:

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

### 2.0 Student Disciplinary Matters

2.1 Matters pertaining to standards of conduct for students and resulting disciplinary actions are subject to District Policies and Administrative Regulations ([P-2441](#)); ([R-2441](#)).

### 3.0 Discriminatory Actions

3.1 Alleged discriminatory actions on the basis of ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status are not grievable and are subject to administrative regulations enacted by the State Community College Board of Governors (Title 5, §§ 59300-59360) and District Policies and Administrative Regulations, ([P-2423](#)); ([R-2423](#)); and ([P-2424](#)).

### 4.0 Job-Related Actions of Los Rios Employees

4.1 Student grievances pertaining to alleged actions of District/College employees that are covered by the Government Code, the Education Code, District Policies and Administrative Regulations, and labor contracts will be handled by management outside of the student grievance process.

4.2 Employees who object to administrative findings and actions resulting from student grievances have recourse to staff grievance procedures as defined by appropriate bargaining unit agreements, District Policies, and the State Education and Government Codes.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Grievance  
Procedures

P-2412

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Student Rights and Responsibilities

2 of 2

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LRCCD

Policy Adopted: 3/12/80

Policy Revised: 11/19/80; 2/10/82; 6/5/85; 7/8/92; 3/6/96; 11/9/16

Policy Reviewed: 11/9/16

Adm. Regulation: [R-2412](#)

## Appendix H: Drug and Alcohol-Free Workplace and College Premises—Policy 2443

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STUDENT RIGHTS AND  
RESPONSIBILITIES

Drug and Alcohol-Free Workplace P-2443  
and College Premises

Standards of Conduct and Due Process

1 of 2

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[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Drug and Alcohol-Free Workplace and College Premises

- 1.1 The Los Rios Community College District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The District certifies that it will provide a drug and alcohol-free environment by taking the actions required by these Acts.
- 1.2 It is the intent of the District to make a good faith effort to continue to maintain a drug and alcohol-free environment through implementation of this policy.

2.0 Implementation

- 2.1 The District will notify students and employees that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and college premises. The notice will include the actions that will be taken for violation of such prohibitions.
- 2.2 A drug and alcohol awareness program will be established to inform students and employees about the dangers of drug and alcohol abuse and the District's policy of maintaining drug and alcohol-free workplace and college premises. Information will be provided regarding drug and alcohol counseling and rehabilitation programs and the penalties that may be imposed upon students and employees for violations occurring in the workplace and colleges.
- 2.3 Each employee will be given a copy of the policy statement annually regarding the drug and alcohol-free workplace and college premises.
  - 2.3.1 Employees will be notified that, as a condition of employment under any federal or state contract/grant to the District, the employee will abide by the terms of the policy. The employee shall notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
  - 2.3.2 Within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of conviction, the District will notify the contracting agency in accordance with the Drug-Free Workplace Act.
  - 2.3.3 Within thirty (30) days of receiving notice with respect to any employee who is convicted, the District will take appropriate personnel action against such employee, which may include termination; or require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

- 2.4 Each student will be given a copy of the policy statement annually regarding the drug and alcohol-free workplace and college premises. Violation of this policy by students shall result in disciplinary sanctions up to and including expulsion, and may include the completion of an appropriate rehabilitation program.
- 2.5 In addition to disciplinary sanctions, violators may be prosecuted under applicable law.
- 2.6 Students and employees will be informed of the health risks associated with the use of illicit drugs and the abuse of alcohol, and will be advised of the availability of drug or alcohol counseling, treatment or rehabilitation programs. [[Appendix A](#)]

[Policy - 2000 Students](#) || [Table of Contents](#) || [Back](#) || [Next](#)

LRCCD

Policy Adopted: 9/19/90  
Policy Revised: 5/20/92  
Policy Reviewed: 2/19/15  
Adm. Regulation: [R-2443](#)



# Appendix I:

## Drug and Alcohol-Free Workplace and College Premises—Policy 5621

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HEALTH-RELATED ISSUES

Drug and Alcohol-Free Workplace P-5621  
and College Premises

Drug and Alcohol-Free Workplace

1 of 2

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[Policy – 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#)

### 1.0 Drug and Alcohol-Free Workplace and College Premises

- 1.1 The Los Rios Community College District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The District certifies that it will provide a drug and alcohol-free environment by taking the actions required by these Acts.
- 1.2 It is the intent of the District to make a good faith effort to continue to maintain a drug and alcohol-free environment through implementation of this policy.

### 2.0 Implementation

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- 2.5 In addition to disciplinary sanctions, violators may be prosecuted under applicable law.
- 2.6 Students and employees will be informed of the health risks associated with the use of illicit drugs and the abuse of alcohol, and will be advised of the availability of drug or alcohol counseling, treatment or rehabilitation programs. [[Appendix A](#)]

[Policy – 5000 Certificated Personnel](#) || [Table of Contents](#) || [Back](#)

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LRCCD

Policy Adopted: 11/1/89  
Policy Revised: 9/19/90; 5/20/92  
Policy Reviewed: 12/6/00  
Adm. Regulation: None

## Appendix J: Drug and Alcohol-Free Workplace and College Premises—Policy 6821

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HEALTH-RELATED ISSUES      Drug and Alcohol-Free Workplace and College Premises      P-6821

Drug and Alcohol-Free Workplace      1 of 2

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[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Drug and Alcohol-Free Workplace and College Premises

- 1.1 The Los Rios Community College District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The District certifies that it will provide a drug and alcohol-free environment by taking the actions required by these Acts.
- 1.2 It is the intent of the District to make a good faith effort to continue to maintain a drug and alcohol-free environment through implementation of this policy.

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- 2.5 In addition to disciplinary sanctions, violators may be prosecuted under applicable law.
- 2.6 Students and employees will be informed of the health risks associated with the use of illicit drugs and the abuse of alcohol, and will be advised of the availability of drug or alcohol counseling, treatment or rehabilitation programs. [[Appendix A](#)]

[Policy - 6000 Classified Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

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LRCCD

Policy Adopted: 11/1/89  
Policy Revised: 9/19/90; 5/20/92  
Policy Reviewed:  
Adm. Regulation: None



## Appendix K: Drug and Alcohol-Free Workplace and College Premises—Policy 9154

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EMPLOYMENT PROCEDURES      Drug and Alcohol-Free Workplace and College      P-9154  
Premises  
Employment Policies      1 of 2

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[Policy - 9000 Management and Confidential Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

### 1.0 Drug and Alcohol-Free Workplace and College Premises

- 1.1 The Los Rios Community College District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The District certifies that it will provide a drug and alcohol-free environment by taking the actions required by these Acts.
- 1.2 It is the intent of the District to make a good faith effort to continue to maintain a drug and alcohol-free environment through implementation of this policy.

### 2.0 Implementation

- 2.1 The District will notify students and employees that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and college premises. The notice will include the actions that will be taken for violation of such prohibitions.
  - 2.2 A drug and alcohol awareness program will be established to inform students and employees about the dangers of drug and alcohol abuse and the District's policy of maintaining drug and alcohol-free workplace and college premises. Information will be provided regarding drug and alcohol counseling and rehabilitation programs and the penalties that may be imposed upon students and employees for violations occurring in the workplace and colleges.
  - 2.3 Each employee will be given a copy of the policy statement annually regarding the drug and alcohol-free workplace and college premises.
    - 2.3.1 Employees will be notified that, as a condition of employment under any federal and state contract/grant to the District, the employee will abide by the terms of the policy. The employee shall notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
    - 2.3.2 Within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of conviction, the District will notify the contracting agency in accordance with the Drug-Free Workplace Act.
    - 2.3.3 Within thirty (30) days of receiving notice with respect to any employee who is convicted, the District will take appropriate personnel action against such employee, which may include termination; or require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
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- 2.4 Each student will be given a copy of the policy statement annually regarding the drug and alcohol-free workplace and college premises. Violation of this policy by students shall result in disciplinary sanctions up to and including expulsion, and may include the completion of an appropriate rehabilitation program.
- 2.5 In addition to disciplinary sanctions, violators may be prosecuted under applicable law.
- 2.6 Students and employees will be informed of the health risks associated with the use of illicit drugs and the abuse of alcohol, and will be advised of the availability of drug or alcohol counseling, treatment or rehabilitation programs. [[Appendix A](#)]

[Policy - 9000 Management and Confidential Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

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(Formerly P-9621)      LRCCD

Policy Adopted:      11/1/89  
Policy Revised:      9/19/90; 5/20/92; 12/9/98  
Policy Reviewed:  
Adm. Regulation:      None

## Appendix L: Smoke Free Facilities—Policy 1411

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USE OF SCHOOL FACILITIES Use of Facilities P-1411

Civic Center Activities 1 of 1

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[Policy - 1000 Community](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Use of School Facilities, Public Purposes (Ed. Code, § 82530 to 82548)

- 1.1 The use of Los Rios Community College District property and facilities shall be granted under those sections of the Education Code pertaining to the public use, provided that such use shall not interfere with the instructional program and services. The educational program has priority in the use of College facilities at all times. No permit shall be granted for a use which interferes with the College instructional program or activities.
- 1.2 The use of College facilities by community groups is expected to contribute to the educational, political, economic, cultural, recreational, or moral interest of the citizens of the community.
- 1.3 The District shall establish Administrative Regulations for use of public facilities.
- 1.4 Smoking is prohibited in the indoor areas of all facilities of the District/Colleges and outdoors as required by law, the Administrative Regulations, and as implemented by the Colleges.
- 1.5 The Chancellor shall develop Administrative Regulations to implement this District Policy.

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LRCCD

Policy Adopted: 5/19/65  
Policy Revised: 11/5/80; 5/20/81; 11/15/89; 1/17/01; 6/10/15  
Policy Reviewed: 6/10/15  
Adm. Regulation: [R-1411](#)

Appendix M:  
College Catalog: Drug and Alcohol-Free Information

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*College Catalogs – Drug and Alcohol-Free Schools*

American River College – Drug, Alcohol & Smoking Policy

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

District Policy on Drugs & Alcohol

The Los Rios Community College District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The District certifies that it will provide a drug and alcohol-free environment by taking the actions required by these Acts. See: <https://losrios.edu/shared/doc/board/policies/P-2443.pdf>

Legal Sanctions

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

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

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

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*Los Rios Community College District*

*American River College, Cosumnes River College, Folsom Lake College, Sacramento City College*



### Smoking Standard

American River College and its centers are smoke, tobacco, and vape free as of January 1, 2016. For more information, please visit <https://arc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>

### Alcohol Policy

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

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

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

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

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

The use of alcoholic beverages must be in compliance with state law and is strictly limited to those persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited and enforced. Alcoholic beverages may not be transported or consumed on district property. This is formalized in District Policy 2443

### Controlled Substances Policy

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

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*Los Rios Community College District*

*American River College, Cosumnes River College, Folsom Lake College, Sacramento City College*

## Alcohol and Controlled Substances Assistance and Education

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

### On Campus

Counseling Services (916) 484-8572

Health Center (916) 484-8383

### Community

Alcoholics Anonymous (916) 454-1100

Narcotics Anonymous (800) 600-4674

Detox Center Pick Up (SPD) (916) 448-1236

## Cosumnes River College – Drug and Alcohol-Free Policy

In accordance with the requirements of the U.S. Drug Free Workplace Act of 1988, the college is committed to maintaining a drug-free workplace; and, in accordance with the requirements of the Drug Free Schools and Community Act Amendment of 1989, a drug- and alcohol-free college environment for students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and college premises. Violation of this policy by students will result in disciplinary sanctions up to and including expulsion, and may include the completion of an appropriate rehabilitation program.

In addition to disciplinary sanctions, violators may be prosecuted under applicable law. Students will be informed of the health risks associated with the use of illicit drugs and the abuse of alcohol, and will be advised of the availability of drug or alcohol counseling, treatment or rehabilitation programs through the Health Services Office. Call (916) 691-7254 for more information.

## Folsom Lake College – Drug and Alcohol-Free Policy

The abuse of illicit drugs and alcohol disrupts classes, compromises one's physical and mental health, subjects one to criminal penalties, and impairs one's ability to benefit from the learning experience. We therefore ask the college community to actively support a drug and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact one of the agencies listed on the next page.

### District Policy

Los Rios Policy P-2443 states that the district "is committed to maintaining a drug- and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug- and alcohol-free college environment for students and employees in

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*Los Rios Community College District*

*American River College, Cosumnes River College, Folsom Lake College, Sacramento City College*

accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

### Legal Sanctions

The Los Rios Standards of Student Conduct prohibit the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance. Controlled substances include cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

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

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

### Health Consequences

Use or misuse of controlled substances can lead to overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

Occasional misuse may cause:

- Impaired learning due to drowsiness, memory loss, and indifference to academic achievement.
- Impaired judgment leading to accidents, unwanted pregnancy, sexually transmitted diseases, violent behavior, and financial problems.
- Any drug used intravenously can spread AIDS or hepatitis.

### Confidential Assistance:

On-Campus Counseling .....FLC (916) 608-6510  
EDC (530) 642-5645  
RCC (916) 361-6309  
Sacramento Mental Health Center ..... (916) 875-1055  
El Dorado County Mental Health ..... (530) 621-6200  
Alcoholics Anonymous ..... Sacramento (916) 454-1100  
Placerville (530) 622-3500  
Narcotics Anonymous ..... (800) 600-4673  
Cocaine Anonymous ..... (916) 927-5740

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*Los Rios Community College District*

*American River College, Cosumnes River College, Folsom Lake College, Sacramento City College*

Dept. of Alcohol & Drug Programs ..... (800) 879-2772  
Alcohol & Drug Bureau ..... (916) 874-9754

## Sacramento City College – Drug and Alcohol-Free Policy

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. Therefore, the faculty, staff and administrators of Sacramento City College ask you to support the operation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

### Health Consequences

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral, call any of the following:

On campus:

Counseling 916-558-2204  
Health Office 916-558-2367

Off campus:

Sacramento Mental Health Center 916-732-3637  
Sacramento County Health & Human Services 916-874-9754  
Alcoholics Anonymous 916-454-1100  
Narcotics Anonymous 916-732-2299

### Legal Sanctions

The LRCCD Standards of Student Conduct prohibit the use, sale or possession on campus, or presence on campus under the influence of, any controlled substance.

If you abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled and/or criminally prosecuted.

### Los Rios Community College District Policy

Los Rios Community College District policy 2443 states that the District “. . . is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol free college environment for Students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

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*Los Rios Community College District*

*American River College, Cosumnes River College, Folsom Lake College, Sacramento City College*