



SEXUAL HARASSMENT AND SEXUAL ASSAULT PREVENTION POLICY

2018

**Handbook prepared in compliance with
Title IX of the Education Amendments of 1972
1990 Clery Act
Violence Against Women Reauthorization Act of 2013**

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I. INTRODUCTION

A. Intent

Members of the **San Joaquin Valley College (“SJVC” or the “College”)** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment, and assault, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to SJVC’s attention, and a Respondent is found to have violated this policy, appropriate sanctions will be administered to reasonably ensure a sustained safe classroom, office, and campus environment, and equitable treatment and opportunity related to the academic and employment benefits offered by SJVC.



SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Clery Act of 1990, and the Violence Against Women Reauthorization Act of 2013.

Specifically, Title IX is landmark federal civil rights legislation that prohibits sex discrimination, sexual harassment, gender-based discrimination, and sexual violence in education. Title IX protects any person regardless of their real or perceived sex, gender identity, sexual orientation, and/or gender expression:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

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Under this policy, **SJVC** expressly forbids gender- and sex-based discrimination, harassment of any student, employee, or visitor. Additionally, non-consensual sexual conduct and sexual assault are expressly forbidden.

Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing [including bullying], discriminatory, or violent behavior. Individuals who violate these policies will be subject to disciplinary action that may include removal from campus, suspension, termination, or any other

appropriate institutional sanctions or any other means necessary to correct the situation. Prosecution by governmental authorities may also occur.

B. Jurisdiction

The College maintains jurisdiction over Title IX compliance and infractions in any building or on property the College owns or controls within a reasonably contiguous area that directly supports or relates to the institution's educational purposes; any building or property that is owned or controlled by the institution that is used in support of its educational purposes but is not located within a reasonably contiguous area to the campus; on grounds or facilities maintained by a student organization; and all public property within the reasonably contiguous geographic area of the institution that is adjacent to, or accessible from, a facility the institution owns or controls and that is used for educational purposes.

In addition, the College also maintains jurisdiction over student-to-student, employee-to-employee, student-to-employee, and employee-to-student off-campus conduct and/or actions, including electronic activity (such as e-mail, texting, telephone contact, social media, and other technology), when the Title IX Coordinator, or its designee, determines that the off-campus conduct affects, disrupts, or interferes with the educational mission of the College that could lead to the creation of an on-campus hostile environment.

C. First Amendment

Title IX is intended to protect students from sex discrimination, not to regulate the content of speech. In order to establish a violation of Title IX, the harassment must be sufficiently serious to deny or limit a student's ability to participate in, or benefit from, the education program.

D. Definitions

Advisor A member of the faculty, staff, or student body of the College or a family member, attorney, or friend selected by a Complainant or Respondent to assist him or her during the investigation process. Refer to page 11 for additional information. The advisor's role is limited to observing and consulting with, and providing support to, the Complainant or Respondent. The advisor cannot have involvement in the underlying case, and should not be a witness to the conduct at issue. An Advisor may not participate (speak) in the interview on the party's behalf; and may not in any way disrupt or interfere with the investigative or appeal process. The advisor should also maintain the privacy of the parties and shall not disclose information related to the complaint or investigation.

Appeal Officer For students, a member of the College's senior management [excluding the College President] selected by the Title IX Coordinator to hear an appeal of a decision of the Investigator. For employees, the College President.

Awareness Programs	Programs for students and employees that ensure an understanding of what types of conduct can cause sexual harassment or assault, how to prevent, and how to respond including bystander intervention.
Bystander Intervention	A violence prevention strategy whereby someone interrupts a potentially harmful situation
Coercion	Unreasonable pressure for sexual activity (“Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”). Coercive behavior differs from seductive behavior based on the type of pressure used to get consent. When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
College	<i>San Joaquin Valley College</i> and its campuses.
College Community	The students, faculty, staff, administration and other employees of the College, as well as visitors, vendors and independent contractors to the College.
Complaint	A report, either verbal or in writing, to the College by a student who believes he or she has been subjected to discrimination, harassment, or assault in violation of Title IX on the part of other students, faculty, staff, employees of the College, or third parties.
Complainant	A student, employee, or visitor who lodges with the College a complaint alleging conduct in violation of Title IX.
Conflict of Interest	Occurs when an individual’s personal objectives or interests are at odds with his or her professional responsibilities.
Consent	Clear, ongoing, affirmative, conscious, and voluntary permission. Consent is active, not passive. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative consent of the other or others to engage in the sexual activity. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in [and the conditions of] sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent: <ol style="list-style-type: none"> 1. The legal age of consent in the state of California is 18 years. 2. Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity. 3. A previous relationship or prior consent does not imply consent to future sexual acts. 4. Consent can be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, irrespective of how much sexual interaction may have already taken place.

Dating Violence Controlling, abusive, and aggressive behavior in a romantic relationship. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes the use of physical violence, coercion, threats, intimidation, isolation, or stalking on another while in a dating relationship, or a social relationship of romantic or sexually intimate nature. Such violence includes other forms of emotional, sexual, or economic abuse directed towards a person who is or has been in a dating relationship, or a social relationship of a romantic or sexually intimate nature with the victim. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Dating violence can be a single act or a pattern of behavior in relationships. Unless the behavior occurs under the College’s jurisdiction as defined on page 2, or could lead to an on-campus hostile environment as defined on page 5, the College’s role is limited to offering support and referral to third-party services.

Discrimination Any distinction, preference, advantage for or detriment to, an individual compared to others that is based upon an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits an employee’s or student’s ability to participate in, or benefit from, the College’s educational programs or activities. Title IX, and this Policy, specifically relates to gender/sex discrimination; other types of discrimination are addressed by the College’s anti-discrimination policies.

Domestic Violence Willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. Unless the behavior occurs under the College’s jurisdiction as defined on page 2, or could lead to an on-campus hostile environment as defined on page 5, the College’s role is limited to offering support and referral to third-party services.

Force The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation [implied threats] and coercion that overcome resistance or produce consent. Consent obtained through force is not consent. NOTE: There is no requirement that a party resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force, however, is not demonstrated by the absence of resistance.

Gender-Based Harassment and/or Misconduct	Unwelcome conduct of a nonsexual nature based on a Complainant’s actual or perceived gender, including conduct based on gender identity, gender expression, or nonconformity with gender stereotypes.
Hostile Environment	Any situation in which there is harassing conduct that is sufficiently severe, pervasive, and objectively offensive that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and objective (reasonable person’s) viewpoint.
Incapacitation	A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who is known to be -- or based on the circumstances should reasonably have been known to be -- mentally or physically incapacitated (i.e. by alcohol or other drug use, unconsciousness, asleep, or blacked out), constitutes a violation of this Policy.
Investigator	The Title IX Coordinator’s designated person(s) responsible for the investigation of complaints of sexual harassment, sexual assault, and gender-based misconduct at the College.
May	Used in the permissive sense.
Notification	A written statement of the specific actions or behaviors on the part of the accused individual[s] who allegedly violated Title IX and/or SJVC Policy.
Nonconsensual Sexual Contact	Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. This includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
Other Policy	Any official policy of the College specified in its publications including, but not limited to, the Student Handbook and Catalog .
Privacy	The College will make all reasonable efforts to maintain the privacy of the parties involved in an investigation of a complaint regarding the details of that investigation, and except where permitted by law, the sanctions imposed. The College will inform in writing all individuals involved in the investigation and/or hearing process of the critical importance and expectation that, while the processes are ongoing, they maintain the privacy of the process and any information shared with them as a result of their participation. Further, all documents provided in preparation for or related to the hearing proceedings may not be disclosed to any other party under FERPA as such documents constitute education records which may not be disclosed outside of the proceedings, except as may be required or

authorized by law. All hearing proceedings will be confidential and will not be discussed outside the process; this includes any witnesses and advisors/support persons.

Complainants and Respondents are not prohibited from sharing details of complaints with family/partner, counsel, or a support person/advisor, who may support or assist the parties in presenting their case. Those persons are also expected to maintain the same level of privacy as Complainants and Respondents and the College will provide written notice regarding privacy to Complainants and Respondents so that they can deliver it to such persons.

Following resolution of an investigation and any related hearing, the College does not impose any restrictions on the parties regarding re-disclosure of the following: the name of the student or employee (Respondent or Complainant), the findings of the hearing, any sanctions imposed by the College, and the rationale for the findings and sanctions.

Quid Pro Quo	An exchange of goods or services, where one transfer is contingent on the other.
Rape	Non-consensual sexual intercourse that may also include the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Intercourse includes the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
Respondent	The party to a complaint who allegedly committed conduct that violated Title IX.
Responsible Employee	Employees designated by the College to mandatorily report all known or suspected incidents of Sexual Harassment and Sexual Assault to the Title IX Coordinator.
Retaliation	Any adverse action by any student, faculty or staff member against another individual as a result of that individual's exercise of a right under this policy, including participation in a complaint and/or investigation of unlawful sexual harassment and/or assault or gender-based misconduct. Retaliation includes adverse actions intended to improperly deter involvement of another in these procedures set forth in this Policy, and may involve actions intended either to intimidate or to penalize individuals for their participation. Retaliation is strictly prohibited by law and this policy; any person who is found to have engaged in retaliation shall be subject to disciplinary action. Persons who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Title IX Coordinator. A complaint filed in good faith under this policy shall not constitute retaliation.

Risk reduction	The actions an individual can take that reduce the risk of sexual assault.
Result	Outcome of an investigation: whether the violation occurred, and what sanctions, if any, will be imposed.
Sexual Assault	A general term that covers actual or attempted, forcible or nonforcible sexual contact with another person without that individual's consent. Sexual assault includes, but is not limited to, a range of crimes, including rape, forced anal intercourse, forced oral copulation, penetration of the anal or vaginal area with a foreign object, and forcibly touching an intimate part of another person.
Sexual Contact	Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice
Sexual Exploitation	When one takes non-consensual or abusive sexual advantage of another for the benefit of anyone other than the one being exploited without his/her consent. Examples of sexual exploitation may include, but are not limited to <ul style="list-style-type: none"> • Prostituting another person; • Non-consensual video or audio-taping of sexual activity; • Viewing or distributing images of an individual's sexual activity, body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's Consent to have the image shared, or advance Consent to view such an image, and for the purposes of arousing or gratifying sexual desire; • Knowingly transmitting an STD, HIV, or other communicable disease to another; • Exposing one's body parts in non-consensual circumstances; inducing another to expose their genitals; • Sexually-based stalking.
Sexual Harassment	Unwelcome, gender or sex-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's employment and/or educational programs/activities, and is based on power differentials (quid pro quo), the creation of a Hostile Environment, or Retaliation. Sexual harassment may include sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of Sexual Harassment,
Sexual Misconduct	A threat or commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame, or mental suffering.
Shall	Is used in the imperative sense.

Standard of Proof

A Respondent will be found either responsible or not responsible based on a preponderance of the evidence, meaning that it is more likely than not that s/he has violated the College’s policy and any other applicable policies and procedures. The determination of responsible or not responsible shall be based upon the thorough investigation of allegations, and the weighing of evidence in totality by the Title IX Coordinator, or his or her designee.

Title IX Coordinator

The person(s) responsible for oversight and implementation of Title IX compliance at the College and for the effective oversight of the College’s Sexual Harassment and Sexual Assault Prevention Policy and procedures outlined in this policy. The purpose of the Title IX Coordinator is to protect and promote gender equality. The Title IX Coordinator is an advocate for the policies, processes and resources that address gender equality at SJVC, and not a specific advocate for Complainants, Respondents, or the College.

II. AWARENESS AND PREVENTION TRAINING PROGRAMS

Through the Title IX Coordinator, the College is committed to educating the College community of the impact that sexual harassment, sexual assault and gender-based misconduct has on an individual and the broader College community. Therefore, the College will:

- Provide the College Community with training, ongoing education, prevention and awareness information about sexual harassment, sexual assault and gender-based misconduct, including domestic violence, dating violence, sexual assault, or stalking.
- Post prevention and education resources and information on the College’s website regarding sexual harassment, sexual assault and gender-based misconduct, including domestic violence, dating violence, sexual assault and stalking.
- Advise all reported victims of sexual harassment, sexual assault and gender-based misconduct sources of counseling, advocacy, support, and legal options.

In addition, the College includes the following information regarding prevention and risk reduction.

A. Prevention:

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner and yourself. These suggestions may help you avoid committing a nonconsensual sexual act and reduce your risk of being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
2. Understand and respect personal boundaries. Do not pressure a potential partner.

3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent and you should stop.
4. If you think you are receiving unclear or conflicting messages from your partner, this is a clear indication that you should stop, defuse any sexual tension, and communicate better.
5. Don't take advantage of someone's drunkenness, drugged, or otherwise incapacitated state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically equal consent to any other form of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal, non-verbal communication, and body language. If you are not sure, stop.

B. Risk Reduction

Risk reduction tips can, unintentionally, take a victim-blaming tone. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for such conduct, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

1. If you have sexual limits, make them known as early as possible.
2. If you do not want to engage in a particular activity, tell the other person "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor, if you can do so safely.
4. If someone is nearby, ask for help or if it is safe to do so, text or call someone.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to enter a dangerous situation. Respect them when they do.

III. REPORTING

An individual who is the victim of sexual harassment, sexual assault or gender-based misconduct, has knowledge of another person being the victim of sexual harassment, sexual assault or gender-based misconduct, or believes in good faith that s/he has witnessed a possible warning sign of sexual harassment, sexual assault or gender-based misconduct is encouraged to

make a formal report to the Dean of Student Services (“Dean”), the Campus President (“President”), and/or the Title IX Coordinator and/or local law enforcement authorities.

Whether or not a victim or witness elects to report an act of sexual harassment, sexual assault or gender-based misconduct or the warning signs of sexual misconduct to the police, s/he is urged to contact the Dean of Student Services, the Campus President, and/or the Title IX Coordinator.¹

A. Lodging a Formal Complaint



If a student has been the subject of unlawful discrimination, harassment, or sexual misconduct, or has witnessed another individual of the College community being subjected to such acts, s/he may file a formal complaint. Complaints can be made in person or in writing. If in writing, the complaint must be legible, dated, and addressed to the Title IX Coordinator, and/or the appropriate Dean and/or Campus President.

Complaints should generally be submitted within 180 days, and failure to timely report will impede the College’s ability to effectively investigate and respond. However, the College will investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of the College to respond to the conduct is limited if the Respondent is no longer a member of the College community. If a College staff member, faculty member or student leaves the College with a pending complaint against them, they will not be permitted to return to the College until the case is resolved through these procedures.

B. Required Reporting by Responsible Employees



In addition to the Dean, Presidents, and Title IX Coordinator, a report may be made to any responsible employee. The following employees of the College are designated as Responsible Employees, who are required to report incidents and relevant details of sexual harassment, sexual assault, and gender-based misconduct to the Title IX Coordinator and law enforcement, if necessary:

- Managers/Administrators
- All Faculty

Notice to a Responsible Employee is official notice to the College. Members of the College community have the right and can expect to have incidents of sexual harassment, sexual assault and gender-based misconduct taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary.

¹ Refer to pages 24-25 for a list of those names.

C. Methods for Reporting Sexual Harassment, Sexual Assault and Gender-Based Misconduct

SJVC has a process in place for students, faculty, staff, and administrators to report any violations of this Policy or related criminal acts by submitting an email to TitleIXSupport&Assistance@sjvc.edu; via phone (559) 302-1802; or in person to the Title IX Coordinator. Alternatively, complainants may contact the appropriate Dean of Student Services or Campus President to report violations. All incidents where imminent physical danger is known or suspected should be reported to local law enforcement via 9-1-1 immediately.

D. Request for Confidentiality in Connection with a Report of Sexual Harassment, Sexual Assault and Gender-Based Misconduct

If the Complainant requests confidentiality or requests that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request may limit the College's ability to respond appropriately to the complaint.

In addition, the College may have an obligation to proceed with an investigation, regardless of a Complainant's wishes to the contrary, in order to ensure the safety of the College community.

The College may also weigh the Complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the Respondent's rights to receive information about allegations if the information is maintained by *SJVC* as an "education record" under the Family Educational Rights and Privacy Act [FERPA], or in the case of an employee, the "employment record" and other factors otherwise required by applicable law.

In most cases, information including the Complainant's name may be shared with the Respondent, witnesses, and with College officials who have a legitimate need-to-know or law enforcement as applicable. Beyond that, the College will take steps to reasonably protect the Complainant's identity and the identity of all individuals involved.

The College may publicly disclose results of disciplinary proceedings if a student or employee is found to have committed a crime of violence, or non-forcible sex offense, as determined under this policy.

E. Confidential Reporting Options

Certain resources are not required to disclose private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. Specifically, reports to members of the clergy and chaplains off-campus are confidential resources.

IV. INVESTIGATION PROCESS AND SANCTIONS DETERMINATION

A. Informal Dispute Resolution

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, or administrators, including following procedures for formal appeal. Whenever possible and safe, and where both parties are amenable, the problem or complaint should first be discussed with the individual involved in the complaint. If the Title IX Coordinator or its designee determines that such an informal process is appropriate under the facts and circumstances of the case, one or more of the following, or similar, methods may be utilized:

1. A meeting of the Title IX Coordinator or its designee, the Complainant, and the Respondent; and/or
2. A meeting between the Title IX Coordinator or its designee and the Respondent; and/or
3. A recommendation of training courses or seminars for either principal; and/or
4. Referral of the case to a mediator who has both legal and/or personnel relations experience. The mediator will discuss the issues with both principals and seek appropriate actions by the principals involved to reach an acceptable solution.

If satisfactory resolution is not reached after discussion with the individual, the Complainant should contact the individual's direct supervisor or Dean of Student Services to attempt resolution, or request a formal complaint process be initiated by the Title IX Coordinator.

The College does not *require* a student to contact the person involved, that person's supervisor, or the Dean if doing so is impracticable, or if the student believes the conduct cannot be effectively addressed through informal means. Moreover, none of the informal resolution alternatives above are options for resolution in cases involving allegations of sexual assault. This informal procedure is intended to resolve actual or perceived instances of harassment and discrimination through agreement and mutual understanding between the parties involved without the need for more formal action by the College. Mediation will normally be completed within four weeks, although it may take longer.

If these efforts are unsuccessful or not attempted, the formal complaint process may be initiated.

B. Investigation

1. Timeframe for Investigating Sexual Harassment, Sexual Assault and Gender-Based Misconduct Complaints

The College shall use reasonable, diligent efforts to investigate reported incidents of sexual harassment, sexual assault or gender-based misconduct to the Complainant and Respondent within sixty (60) calendar days of the date in which the complaint was filed unless

there are extenuating circumstances that prohibit the timeliness of the completion of the investigation. Time frames for investigations may vary depending on the details of a case or if possible violations occur near, during, or after College holidays, breaks, or the end of an academic period.

If an extenuating circumstance exists that prohibits the completion of an investigation within 60 calendar days, the College will inform the Complainant and the Respondent in writing of such delay.

2. Alcohol and Drug Use Are Not Barriers to Reporting Sexual and Gender-Based Misconduct

The College understands that students and employees may be reluctant to file complaints of sexual harassment, sexual assault, or gender-based misconduct when alcohol and/or drugs were used. Whenever possible, the College will respond educationally, rather than punitively, to the use of drugs and/or alcohol so as to promote the reporting of sexual harassment, sexual assault, and gender-based misconduct. However, the College reserves the right to other remedies dependent upon the severity of the alcohol or drug use.

3. Anti-Retaliation

Any form of retaliation against anyone who has complained of, or formally reported, discrimination, harassment, or sexual assault and gender-based misconduct, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, and violates this Policy, and applicable law.

4. Parallel Student Conduct Proceedings

Complainants are strongly encouraged to report all incidents of sexual harassment, sexual assault, and gender-based misconduct to law enforcement. Title IX investigations are independent from court or other administrative proceedings. Discipline may be instituted against a Respondent also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Student Code of Conduct or other applicable Policy.

The College may proceed before, concurrently with, or after any judicial, criminal, or administrative proceedings, except in cases involving sexual harassment, sexual assault, and gender-based misconduct. In sexual harassment, sexual assault, and gender-based misconduct cases, the College shall proceed with investigation without undue delay, typically within fourteen (14) calendar days, in accordance with federal and state law requirements.

5. Steps in the Investigation Process

Step 1—Notice

Once a complaint of sexual harassment, assault, and/or gender-based misconduct has been received by the Title IX Coordinator, or designee, an email or letter will be sent to Complainant and Respondent, separately, with the following information:

- A description of the alleged violation(s);
- A description of the applicable policies;
- A statement of the potential sanctions/responsive actions that could result; and
- A request for an investigative interview.

Step 2—Interim Measures and Accommodations

Once the Title IX Coordinator or its designee has received a complaint and/or report of sexual harassment, sexual assault or gender-based misconduct, the College will make an immediate assessment to determine if any interim measures are warranted, pending an investigation. The College may take whatever measures it deems necessary in response to an allegation in order to protect an individual's rights and personal safety, the safety of the College community, or if determined to be necessary to ensure the integrity of the investigation or adjudication process.

Determinations regarding interim measures are made by the Title IX Coordinator on a case-by-case basis. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of investigation and/or hearing process), a "no contact" letter (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police.

A Complainant or Respondent may request a "no-contact" letter or other protection. Not all of the measures listed in this section will be necessary in every case. If an individual identifies an interim measure that is not already provided by the College, the College will consider whether the request can be granted. In those instances where interim measures affect both a Complainant and Respondent, the College will minimize the burden on the Complainant wherever appropriate.

Step 3—Investigation

Upon notice of any concern regarding sexual harassment, sexual assault or gender-based misconduct, the Title IX Coordinator or its designee will assess whether a formal Title IX investigation will be conducted under these procedures; and, if so, whether a formal investigation is appropriate under the circumstances. In circumstances in which the Title IX Coordinator determines that there is no ongoing risk of harm to the community and that interim

measures, such as a No Contact letter, have redressed the concerns, the Title IX Coordinator may forego a formal investigation.

The College is committed to using a balanced and fair investigative process for both Complainant and Respondent. In reaching an investigative finding, the College shall use a “preponderance-of-the-evidence” standard, that it is “more likely than not” that a violation of this Policy has occurred.

Following receipt by the College of a complaint of discrimination, harassment, or sexual misconduct that alleges violation of Title IX, the Title IX Coordinator shall then assign the complaint to an Investigator from the staff, administration, or faculty who does not have a conflict of interest to perform an investigation into the allegations contained in the complaint. The Investigator shall be drawn from a pre-designated pool of potential investigators who have received appropriate investigatory and Title IX training.

In all investigations conducted by the College, the Investigator will make good faith and reasonable efforts to interview the Complainant, Respondent, and any witnesses (if appropriate). Both Complainant and Respondent may have an advisor present during their own investigative interview.

The Investigator will also make good faith and reasonable efforts to gather all readily available information, documents, and materials (if any) that are relevant to the case. Cell phones and other video or audio recording devices may not be used in any investigation meetings or interviews.

Once sufficient evidence has been collected, the Investigator will evaluate the evidence to make a determination regarding responsibility based on the preponderance of the evidence (more likely than not) that there has been a violation of this Policy.

Step 4—Investigative Findings

Once the investigation has been concluded, the Title IX investigator will make a determination based on the preponderance of the evidence that the Respondent is Responsible or Not Responsible for a violation of this Policy:

Not Responsible— If after the conclusion of an investigation, the preponderance of the evidence indicates that it is NOT more likely than not that the Respondent violated this policy, the Respondent will be found not responsible for the violation.

Responsible—If after the conclusion of an investigation, the preponderance of the evidence indicates that it IS more likely than not that the Respondent violated this policy, the Respondent will be found responsible for the violation. Where a Respondent is found responsible for violation of this policy, applicable sanctions will be recommended by the investigator, in collaboration with the appropriate campus or site managers.

Whether or not a Respondent is found to be responsible, both Complainant and Respondent will be notified of the outcome of the investigative findings in writing by the Title IX Investigator. Prepared by the Title IX Coordinator, the notification shall include a brief summary of the investigative process and findings, the outcome of the investigation, and an advisement of their right to appeal the investigatory findings. Thereafter, in these cases, the Title IX Coordinator will forward that determination to the appropriate party for a determination of sanctions.

Along with the notification, both parties shall receive a copy of the underlying investigatory report. A copy of the report shall be retained by the Title IX Coordinator. The investigatory report and results notification will be forwarded to the appropriate manager for their records and sanctions, if applicable. Any applicable sanctions are administered through the appropriate manager.

6. Determination of Sanctions

Within five (5) calendar days of receipt of the investigatory report and results notification, the appropriate manager, upon a finding of responsibility, shall determine sanctions for student or employee respondents, and prepare a related determination, informing both parties of the sanctions to be imposed. The sanctions may include remedial or corrective actions as warranted (including, but not limited to, extension of or expansion or any interim measures already in place). In general:

- Termination from the College is the expected sanction for any student or employee who is determined to have committed sexual assault involving sexual penetration and force and/or incapacity.
- Any determination of responsibility for committing sexual assault involving sexual penetration without force or incapacitation may result in a sanction ranging from suspension of no less than one-year or the Complainant's remaining tenure on campus (whichever is longer) to termination from the College.
- Any determination of responsibility for committing sexual assault involving sexual contact may result in a sanction ranging from conduct warning up to termination from the College.
- Any determination of responsibility for engaging in any other prohibited form of conduct may result in a sanction ranging from conduct warning to termination from the College.

The appropriate manager may issue a single sanction or a combination of sanctions. In considering the appropriate the following factors will be considered:

- (1) the impact of the conduct on the Complainant;
- (2) the impact of the conduct on the community, its members, or its property;
- (3) the Respondent's prior discipline history;
- (4) how the College has sanctioned similar incidents in the past;
- (5) the nature and violence of the conduct at issue;

- (6) whether the Respondent has accepted responsibility;
- (7) whether the Respondent is reasonably likely to engage in the conduct in the future based on pattern and practice evidence heard and considered by the investigator and/or External Adjudicator;
- (8) the need to deter similar conduct by others; and
- (9) any other mitigating or aggravating circumstances.

Absent compelling justifications, if the Respondent has previously been found responsible under College policy to have engaged in the same or similar conduct in the past, the sanction will be termination.

The following list of sanctions is illustrative rather than exhaustive, and the College reserves the right to impose other reasonable sanctions or to combine sanctions as it deems appropriate:

Conduct Warning—A written notification that a violation of the Student or Employee Code occurred and that any further responsible finding of misconduct may result in more severe disciplinary action. Warnings are typically recorded for internal purposes only and are not considered part of a student’s or employee’s record. Though disclosed with a student’s or employee’s signed consent, a student or employee who receives a warning is still considered in good standing at the College.

Loss of Privileges—Denial of the use of certain College facilities or the right to participate in certain activities or to exercise certain privileges for a designated period of time.

Educational Requirements/Referrals—The College reserves the right to impose counseling or substance assessments or other required educational or employment sanctions.

College Suspension—The separation of a student or employee from the College for a specified period of time, after which the student or employee is eligible to return. Conditions for return may be required and will be included in the notification of suspension.

During the period of suspension, the student or employee may not participate in College academic, co-curricular, or extra-curricular activities; and may be banned from all property owned or operated by the College. Students or employees who are suspended may not be on campus without specific, written permission of the appropriate manager.

Suspension is for a designated period of time and includes the probability of more severe sanctions, including termination, if found responsible for violations of the Student Code.

Termination—Termination is the permanent separation of the student or employee from the College. Students or employees who have been terminated may not be on campus without specific, written permission from the appropriate manager.

V. APPEAL

Both the Respondent and Complainant have the right to submit an appeal of the investigative findings as set forth in the results notification. Appeals of a finding, if any, must be submitted in writing to the Title IX Coordinator within seven (7) calendar days of the date of receipt of the written notification. Appeals of any subsequent sanctions imposed shall be submitted to the Title IX Coordinator within seven (7) calendar days of receipt of written sanctions determination. The appeal will be assigned to an appropriate Appeals Officer.²

A. Appeal Procedures Involving Student Respondents

Either party may appeal the determination of responsibility or sanction(s) in writing to an Appeals Officer² or its designee.

Dissatisfaction with the outcome of the hearing is not grounds for appeal. The limited grounds for appeal are as follows:

Improper Investigation Procedure

The party may appeal if the procedure outlined in the policy are violated. The Appeals Officer shall consider

- Whether provisions of the Policy were violated in such a clear manner as to deny the appealing party consideration of the party's position during the investigation; and
- Consideration of the party's position would have led to a different finding concerning the alleged violation of the Policy.

New Evidence

During the standard investigation process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available. The Appeals Officer shall consider:

- Whether the evidence was genuinely unavailable and could not have been made available through the appellant's diligent efforts at the time of the original investigation; and
- Whether the evidence would have led to a different conclusion had it been available.

² Mike Abril, Vice President of Legal and Regulatory Affairs
Carole Brown, Provost and Vice President of Academic Affairs
Nick Gomez, Chief Operating Officer
Joseph Holt, Chief Administrative Officer
Russ Lebo, Chief Financial Officer
Kevin Robinson, Vice President of Student Financial Services

Sanctions

- The sanctions imposed were grossly disproportionate to the violation committed.

Requests for appeal and responses to the same shall not exceed 2,500 words (approximately 10 pages double-spaced). Late submissions will not be accepted. The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Upon receipt of an appeal, the Appeal Officer will notify and provide a copy of the appeal to the other party. That party shall then have an opportunity to respond in writing to the appeal; any response must be submitted within five (5) calendar days from receipt of the appeal.

The appeal consideration will be conducted in an impartial manner by the Appeal Officer. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The Appeal Officer shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal and supporting information provided in the written request for appeal and the record of the original investigation. The Appeal Officer can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal.

If the appeal is granted based on procedural error(s) that materially affected the outcome of the investigation, the Appeal Officer will return the case to the Title IX Coordinator for additional review or a new investigation, which may be conducted by an alternate Investigator if the Appeal Officer finds that to be appropriate.

In the case of new and relevant information, the Appeal Officer can recommend that the case be returned to the original adjudicator to assess the weight and effect of the new information and render a determination after considering the new facts.

Absent extenuating circumstances, the Appeal Officer will simultaneously and in writing communicate the result of the appeal to the Complainant and Respondent within 30 calendar days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

The parties will receive notice of any delay of written notice of any appeal decision. Any sanctions imposed shall remain in effect while the appeal is being considered. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the individual to their prior status, recognizing that some opportunities lost may be irretrievable.

B. Appeal Procedures Involving Employee Respondents

Either party may appeal the determination of responsibility or sanction(s) in writing to the President³ or his designee. The appeal must be filed within 10 calendar days of receiving the written notice of outcome.

Dissatisfaction with the outcome of the hearing is not grounds for appeal. The limited grounds for appeal are as follows:

Improper Hearing Procedure

The party may appeal if the procedures outlined in the policy are violated. The President or its designee shall consider:

- Whether provisions of the policy were violated in such a clear manner as to deny the appealing party consideration of the party's position during the investigation; and
- Consideration of the party's position would have led to a different finding concerning the alleged violation of the policy.

New Evidence

During the standard investigation process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available. The President or its designee shall consider:

- Whether the evidence was genuinely unavailable and could not have been made available through the appellant's diligent efforts at the time of the original hearing; and
- Whether the evidence would have led to a different conclusion had it been available.

Sanctions

- The sanctions imposed were grossly disproportionate to the violation committed.

Requests for appeal and responses to the same shall not exceed 2,500 words (approximately 10 pages double-spaced). Late submissions will not be accepted. The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Upon receipt of an appeal, the President or its designee will notify both parties. Each party has an opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five (5) calendar days from receipt of the appeal.

³ Michael D. Perry, President/CEO
San Joaquin Valley College
3828 West Caldwell Avenue
Visalia, CA 93277

The appeal consideration will be conducted in an impartial manner by the President or his designee. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The President or its designee shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal and supporting information provided in the written request for appeal and the record of the original investigation. The President or its designee can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal.

If the appeal is granted based on procedural error(s) that materially affected the outcome of the hearing or in the case of new and relevant information, the President or its designee will return the case to the Title IX Coordinator for additional review or forward the case for a new investigation, which may be conducted by an alternate Investigator if the Title IX Coordinator finds that to be appropriate.

Absent extenuating circumstances, the President or its designee will simultaneously and in writing communicate the result of the appeal to the Complainant and Respondent within 30 calendar days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

VI. THE COLLEGE'S EXTERNAL REPORTING OBLIGATIONS

A. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")

1. Statistical Reporting

Certain College officials have a duty to report certain misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. There are very limited circumstances in which the College may remove reports of crimes that have been determined to be "unfounded" by law enforcement officials. In addition, the College is required to report to the U.S. Department of Education and disclose in the annual Campus Security Report the number of crimes that were "unfounded" and subsequently withheld from its crime statistics.

2. Timely Warning

Complainants should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the College Community. For purposes of the Timely Warning requirement, the College will not disclose a Complainant's name. However, the College will provide enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the paragraph above.

B. Family Educational Rights and Privacy Act (FERPA)

1. The outcome of a campus hearing is part of the educational record of the Respondent, if they are a student, and the employee record if they are a faculty or staff member. The educational records of students are protected from release under a federal law, FERPA. The College complies with FERPA regulations regarding the privacy of student records and observes the following exceptions to FERPA as mandated by the Clery Act:

- The Complainant(s) in a non-consensual sexual contact/intercourse incident have the right to be informed of the finding, and sanction(s) of the investigation or hearing, in writing, except that any documents prepared for or as a result of any investigation and/or hearing shall remain protected from re-disclosure.
- The Complainant(s) in sexual exploitation, sexual harassment, stalking, relationship violence and any other gender-based offense have the right to be informed of the finding, in writing, and to be informed of any sanction(s) that directly relate to them, and to essential facts supporting the outcome when the outcome is "responsible" (and the underlying offense is a crime of violence as defined below and in 34 C.F.R. 99.39) and/or it is equitable to share the essential findings with all parties.
- The College may release publicly the name, nature of the violation, and the sanction(s) for any student who is found in violation of a College policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, intimidation (which may encompass stalking and/or bullying), hazing, destruction/damage/vandalism of property and kidnapping/abduction. The College will release this information to the Complainant in any of these offenses regardless of the outcome.

2. Students and employees have the right to inspect and review their records maintained by the College. The College may charge a fee for copies.

3. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the Student when s/he enrolls in school beyond the high school level. Students to whom the rights have transferred are Eligible Students. Individuals are considered Students upon the submission of an admissions application.

VII. COMPLAINANT AND RESPONDENT RIGHTS

Complainants are afforded the following rights:

- 1) To be treated with respect, dignity, and sensitivity throughout the process.
- 2) To be advised and informed of the support services available from the College.
- 3) For student Complainants, to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). For all Complainants, the College will make all reasonable efforts to ensure the preservation of privacy, restricting access to information to those with a legitimate need to know.
- 4) To be informed of the College's policy and procedures related to discrimination, harassment, and sexual misconduct.
- 5) To a prompt and thorough investigation of the allegation(s).
- 6) To challenge the appointment of the Investigator(s) or Appeals Officer if a conflict of interest is present.
- 7) To participate or decline to participate in the process related to a discrimination, harassment, and/or sexual misconduct complaint with the understanding that the process may continue without their involvement and that the Investigator and/or Appeals Officer will determine an outcome with the information available to it.
- 8) To appeal the decisions and/or sanctions made pursuant to this Policy.
- 9) To be notified, in writing, of the case resolution – including the outcome of any appeal.
- 10) To report the incident to law enforcement or civil authorities if one wishes to do so.
- 11) To understand that information collected in this process may/could be subpoenaed for a criminal or civil proceeding.
- 12) To have an Advisor, including during any interview with the Investigator.

Respondents are afforded the following rights:

- 1) To be treated with respect, dignity, and sensitivity throughout the process.
- 2) To be advised and informed of the support services available from the College.
- 3) For student Respondents, to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). For all Respondents, the College will make all reasonable efforts to ensure the preservation of privacy, restricting access to information to those with a legitimate need to know.
- 4) To be informed of the College's Policy and procedures related to discrimination, harassment, and sexual misconduct.
- 5) To a prompt and thorough investigation of the allegation(s).

- 6) To challenge the appointment of the Investigator(s) and/or the Appeal Officer if a conflict of interest is present.
- 7) To participate or decline to participate in the review procedure, with the understanding that the process will continue regardless and the Investigator and/or Appeal Officer will determine an outcome with the information available to it.
- 8) To appeal the decision and/or sanctions made pursuant to this Policy.
- 9) To be notified, in writing, of the case resolution – including the outcome of the appeal.
- 10) To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.
- 11) To have an advisor, including during any interview with the Investigator.

VIII. DEANS OF STUDENTS AND CAMPUS PRESIDENTS

Visalia

Ben Almaguer, Campus President
 Kerri Lyles, Dean of Student Services

Bakersfield

Trish Hruby, Campus President
 Mary Phillips, Dean of Student Services

Fresno

Jerry Franksen, Campus President
 Veronica Behringer, Dean of Student Services

Aviation

Dr. Sumer Avila, Campus President
 Jason Alves, Dean

Ontario

Sherril Hein, Campus President
 Henry Madrid, Dean of Student Services

Online and Contact Center

James Ritchie, Director of eLearning Operations
 Jennifer Stroble, Dean of Student Services

Modesto

Anthony Alejandre, Campus President
 Tina Husman, Dean of Student Services

Rancho Cordova

Jeff Rutherford, Campus President

Amy Bianco, Dean of Student Services

Hanford

Ben Almaguer, Campus President
Matthew Glasgow, Dean

Hesperia

Richard Mately, Campus President
Christie Johnson, Dean of Student Services

Temecula

Robyn Whiles, Campus President
John Hall, Dean of Student Services

Lancaster

Cheri Johnson, Campus President/Dean

Madera

Lisa Kisla, Campus President/Dean

Delano

Trish Hruby, Campus President
Carlota Reid, Academic/Student Dean

Porterville

Adrianna Ruiz, Campus President/Dean

Atascadero

Alyssa Perry, Campus President/Dean

policies with respect to the allegation made against him or her. (§99.31(a)(14)).

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15)).

If you have any questions about your FERPA rights, please see your Campus Registrar or Dean of Students.

Social Security Confidentiality Act

The Social Security Number Confidentiality Act (42 U.S.C. §405(c)(2)(C)(viii)(I)), protects students from identify theft by prohibiting the College from disclosing social security account numbers or related records. Any publicly displayed document will exclude students' social security numbers.

Additional information regarding the maintenance of student records can be obtained from the Registrar's Office.

STUDENT RECORD RETENTION

SJVC retains student records permanently. Copies may be requested from the Registrar.

CHANGE OF STUDENT INFORMATION

Students should immediately report any change in their personal information (such as name, address, telephone number, etc.) to the Registrar's Office. **SJVC** will not be held responsible for any mail sent to the wrong address due to an incorrect address on file with the College.

Students' names on official **SJVC** records and transcripts must reflect their names as they appear on official documents, such as driver's licenses, social security cards, passports, etc. In order for a student to change his/her name on **SJVC** records, a marriage certificate, divorce decree, or court document must be presented to substantiate the change.

DIVERSITY STATEMENT

SJVC values diversity, equity, and inclusion. The College takes appropriate steps to continually foster a learning and working environment that promotes mutual respect for others despite differences such as race, ethnicity, gender, age, religion, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region. Student and employee scholarship is encouraged as an expression and expansion of knowledge.

SJVC advocates for equity and inclusion across its diverse student population by providing access to higher educational opportunities and intentional services. Programs and services are designed to support a successful academic experience leading to graduation and in-field

employment. Practices are in place to close the opportunity gaps represented in **SJVC**'s "at-risk" student population. As articulated in its mission, "**SJVC is committed to the success of every student.**"

NOTICE OF NON-DISCRIMINATION

SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. **SJVC** does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Campus President. If the Campus President does not appropriately address a student's concern, or if a student is not comfortable in making the report at this level, notification should be sent to:

Crystal VanderTuig, Director of Institutional Relations
San Joaquin Valley College
3828 West Caldwell Avenue
Visalia, CA 93277
(559) 734-9000
Crystal.VanderTuig@sjvc.edu

The Director of Institutional Relations serves as **SJVC**'s Title IX Coordinator. Any questions concerning this policy and/or the procedures to report discriminatory actions should be directed to Campus Leadership.

HARASSMENT

SJVC is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. **SJVC** policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law. Harassment may be verbal, visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to: Content that is racial, sexual, or personal in nature conveyed through graffiti, verbal statements, phone calls, emails, gestures, or other means defined by law. The College **absolutely forbids** any form of harassment.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or well-being of any visitor or member of the College community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student**

Code of Conduct, which range from suspension up to dismissal from **SJVC**, including legal prosecution, when appropriate.

Sexual Harassment

Members of the **SJVC** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment, and assault. **SJVC** expressly forbids gender- and sex-based discrimination or harassment of any student, employee or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct refer to the **Sexual Harassment and Assault Prevention Policy** posted on InfoZone.

Non-Retaliation

SJVC prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, and/or sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. **SJVC** also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by these anti-discrimination, anti-harassment, and anti-sexual misconduct policies.

Public Information

All requests from the media, the campus community at large or the general public, for information concerning an alleged incident of sexual misconduct should be directed to Crystal VanderTuig, Director of Institutional Relations at 3828 West Caldwell Avenue, Visalia, CA 93277, (559) 734-9000. Compliance with this policy will promote campus safety and protect the integrity of this policy and the investigation process.

As required by law, **SJVC** collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, **SJVC** also alerts the campus community to incidents and trends of immediate concern.

STUDENT GRIEVANCE POLICY

SJVC has established the **General Student Grievance Policy** in order to provide for the prompt, effective, and equitable resolution of student grievances not governed by a specific policy or procedure. Under the provisions of the **General Student Grievance Policy**, students have the right to submit grievances, have their grievances considered by Campus Leadership, and be notified of the College's decision on the grievance. A full description of the **General Student Grievance Policy** is published in the **Student Handbook**. Any questions or additional information concerning this policy should be directed to Campus Leadership.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private

Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website <http://www.bppe.ca.gov/>.

STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, **SJVC** shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities.

Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the Dean of Student Services at any phase of their educational experience at **SJVC**. The student is responsible for initiating the interactive process.

An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations.

SJVC facilities are essentially barrier-free and accessible to the disabled. All buildings are equipped with restroom and telephone services for the disabled and assistance is available for library resources.

For further information on the College's guidelines concerning disabled students and accommodation policies and procedures, please refer to the **Student Disability Accommodation Policy** available through Campus Leadership or InfoZone: Information Center>**SJVC** Publications>2016 Student Disability Policy.

DRUG AND SUBSTANCE ABUSE POLICY

SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. **SJVC** absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of a controlled substance, by any student or employee while on College property or during a school activity. Any individual deemed to be under the influence, while on school premises or while participating in a school-related activity (externship, clinical, field trip, etc.), will be asked to leave immediately.

The College will conduct a fair and thorough investigation into the matter. If the College determines that a student has violated this policy, it will take appropriate disciplinary action against the student, up to and including termination from **SJVC**. (Please refer to the **Student Code of Conduct** for a list

five (5) week days (Monday thru Friday, excluding holidays) of the date the decision went into effect. The Campus President has five (5) week days to respond to the students appeal.

To appeal the decision of the Campus President, a written letter must be submitted within five (5) week days of receipt of the Campus President's decision to:

Student Services Coordinator
StudentServicesOffice@sjvc.edu

After reviewing the relevant information, the student will be notified in writing of the decision on his/her appeal.

STUDENT COMPLAINTS & GRIEVANCES

SJVC has created policies and procedures designed to protect students and provide an educational environment that is free from discrimination and harassment. The following policies and procedures serve as a method of communication between students and college administration and should be used to address any conflicts that may arise during the course of students' educational experience. For additional information or clarification, please see the Office of the Dean of Student Services.

NOTICE OF NON-DISCRIMINATION

SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. **SJVC** does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation.

Any discriminatory action should be reported immediately to the Campus President. If the Campus President does not appropriately address a student's concern, or if a student is not comfortable in making the report at this level, notification should be sent to:

Crystal VanderTuig
Director of Institutional Relations and Title IX
Coordinator
(559) 302-1802
Crystal.VanderTuig@sjvc.edu

Questions concerning this policy may be directed to any member of the Campus Management Team.

HARASSMENT

SJVC is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. **SJVC** policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law. Harassment may be verbal, visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to: Content that is racial, sexual, or personal in nature conveyed through graffiti, verbal statements, phone calls, emails, gestures, or other means defined by law.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or well-being of any visitor or member of the College community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student Code of Conduct**, which range anywhere from suspension up to dismissal from **SJVC**, including legal prosecution, when appropriate.

Sexual Harassment

Members of the **SJVC** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment,

and assault. **SJVC** expressly forbids gender- and sex-based discrimination, harassment of any student, employee, or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct refer to the Sexual Harassment and Assault Prevention Policy posted on InfoZone.

General Student Grievance Policy & Procedures

SJVC strives to provide an educational environment where students can learn and thrive. This environment is characterized by the expectation that students and employees treat one another fairly and with professionalism and respect. **SJVC** recognizes that situations may occur where a student feels that this has not been the case. To that end, the College has implemented a grievance process which allows students to voice their complaints and/or grievances and seek reasonable resolution in a professional and effective manner. This process is to be used only when the situation prompting the grievance is not governed by another college policy or procedure (e.g., harassment, discrimination policies). Students are encouraged to make every attempt to resolve their issues with the involved parties prior to initiating this process, which is as follows:

1. Students must submit their grievance and/or complaint within 30 days of the incident prompting the grievance.
2. Grievances against faculty members must be submitted to the Academic Dean. The Academic Dean will hear both sides of the dispute and present a recommendation to the Campus President.
3. Grievances against campus staff must be submitted to your Campus President. The Campus President will hear both sides of the dispute and present a recommendation to the Student Services Coordinator.

Students will be given written notification of the outcome of their complaint or grievance.

Appeals

SJVC has established the following appeal processes in order to provide a mechanism for students to contest certain actions that they believe were taken against them in an unfair manner.

Disciplinary Action Appeal Procedure

Students may appeal any disciplinary action imposed upon them for one or more violations of the Student Code of Conduct, following the process provided on page 14.4

Grade Appeal Process

Students may utilize the **Grade Appeal Process** to dispute a final grade received in a course. This process is limited to situations in which the student believes there has been a mistake in the calculation of their grade, demonstrable bias, gross negligence or misapplication of stated grading criteria. To appeal a grade, students must:

1. The student must notify the instructor of the appeal and the reason(s) why. The notification must be made within two (2) school days (M-F) after the last scheduled day of the course. The instructor will respond within two (2) school days of receipt of the appeal (verbal or written).
2. Students who remain unsatisfied with the results may submit a written appeal to the Office of the Dean of Student Services within two (2) school days of the instructor's response. The Dean of Student Services will immediately notify the Campus President of the appeal under investigation and respond to the student within four (4) school days of receipt of the appeal (verbal or written).
3. If the issue is not resolved with the Dean of Student Services, students may submit a written appeal to the Campus President within two (2) school days of the Dean's response. The Campus President will notify the student in writing of his/her decision within two (2) school days, which is final.

⁴ See Student Code of Conduct – Appeals.

Whether an employee chooses to participate or not in any voluntary off-duty social, recreational, athletic or other activity sponsored by or associated with the College, is entirely the employee's choice and will not affect any aspect of his or her employment or any employment benefits. SJVC neither requires nor expects employee participation in such activities – it is not a condition of employment, and the employee may stop his or her participation at any time. As a result, SJVC takes the position that if an employee is injured or suffers a loss directly or indirectly in the course of participating in such voluntary activities, the injury or loss are not compensable under SJVC's Workers' Compensation policies or based on any other theory of liability.

Employees who participate in such activities will be required to sign a release of liability agreement prior to participating in such activities sponsored by or associated with the College. It is the employee's responsibility to see the Administrative Assistant to sign the agreement prior to participation in any off-duty social, recreational and/or athletic activity.

B. DISCRIMINATION AND HARASSMENT PREVENTION

1. POLICY

San Joaquin Valley College is committed to providing a work environment that is healthy, safe and free from all forms of discrimination and unlawful harassment. The College is in compliance with all the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the California Fair Employment and Housing Act, Genetic Information Nondiscrimination Act (GINA), and all other applicable federal, state and local laws. It is our objective that all employees work together comfortably and productively.

Harassment is against the law and whether committed by employees, management personnel, vendors, students or other non-employees it will not be tolerated. Harassment is prohibited on the College property as well as *SJVC* sponsored events and trips.

Every employee should be aware of what unlawful harassment including sexual harassment is, what steps to take if harassment occurs, and the law prohibiting retaliation for reporting sexual harassment.

2. DEFINITIONS

Sexual Harassment

The Equal Employment Opportunity Commission, which enforces federal prohibitions against sexual harassment, defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Such requests, advances, or sexual conduct constitute sexual harassment when:

- It is an employment condition – submission to such conduct is made a term or condition of employment;
- It is an employment consequence – submission to or rejection of such conduct is used as a basis for employment decisions affecting individuals; or

- It is offensive job interference – such conduct has a purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive work environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the community at *San Joaquin Valley College*.

This definition encompasses two kinds of sexual harassment:

- “Quid pro quo” sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.
- “Hostile environment” sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter the conditions of an individual’s learning or work environment, unreasonably interfere with an individual’s academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

In assessing behavior that might be considered harassment, the motivation of the person doing the behavior is not a consideration. What is at issue is whether the behavior is welcomed, the effect of the behavior and whether it is in accord with College policy. “I was just kidding” is not an acceptable response against a claim of harassment. Conversely, an employee who at one time engages in the telling of sexual jokes or innuendoes can legitimately make a future claim of sexual harassment.

Sexual harassment applies to both sexes, and may include sexually explicit statements or creation of a hostile environment by women toward men or by men towards women. The U.S. Supreme Court has held that sexual harassment of a member of the same sex violates the law as well.

Discrimination and General Harassment

In addition to sexual harassment, *San Joaquin Valley College* also prohibits discrimination and harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military/veteran status, or any other basis protected by federal, state or local law or ordinance or regulation. All such discrimination and or harassment is unlawful.

Because it is impossible to know all coworkers well, because each person has different life experiences and cultural influences, using one’s own personal standard of what is offensive or welcome is not an effective way to determine if a behavior is considered discrimination or harassment.

Harassment can exist in same-sex, same-race, same-religion, etc., relationships. If the behavior is unwelcome, offensive or prohibited by *SJVC*, “same” is no excuse for behavior that is prohibited by the College.

It is important to reiterate that *San Joaquin Valley College* prohibits these actions regardless of the mindset of an employee group or the culture of a work area. For example, the posting of sexual materials is unacceptable even if all employees laugh and no one complains.

Refer to the Sexual Harassment and Assault Prevention Handbook for Title IX sexual misconduct and harassment policies and procedures.

3. DESIGNATED DISCRIMINATION & HARASSMENT OFFICER

Under the general supervision of the CEO/President, *San Joaquin Valley College* designates the Director of Human Resources as the Discrimination & Harassment Officer who shall be responsible for receiving all prohibited discrimination and harassment complaints, coordinating their investigation, and ensuring the promotion of equal opportunities practices within *SJVC*. Necessary support will be given to carry out the equal opportunity mission of *SJVC*.

Administrators, faculty members, and staff members, shall direct all complaints of prohibited discrimination and harassment to the Discrimination & Harassment Officer. Students shall direct all complaints of prohibited discrimination and harassment to the Vice President of Administration / Title IX Coordinator per the *SJVC* Catalog and Student Handbook. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with *SJVC*. Such delegation procedures will be used whenever the Discrimination & Harassment Officer or Title IX Coordinator is named in the complaint, is implicated by the allegations in the complaint or has an actual or perceived conflict of interest as determined by the President, or at any other appropriate time, in *SJVC*'s business discretion.

The Discrimination & Harassment Officer is responsible for ensuring that *SJVC* is complying with this policy and shall be responsible for notifying the CEO/President or his designee when discrimination and or general harassment complaints are filed, monitoring the timelines provided for in the complaint procedure, assisting in counseling the complainant(s) and in facilitating resolution of this issue, and other related duties necessary to ensure the fulfillment of this policy.

The Director of Human Resources also serves as the Employee Disability Coordinator. The interactive dialogue and documentation for employees is handled by the Campus Director (for staff members) and the Academic Dean (for faculty members).

Discrimination & Harassment Officer/Disability Coordinator contact information is as follows:

Tammie Zaczek

Director of Human Resources,
Discrimination & Harassment Officer and Disability Coordinator
3828 W. Caldwell Avenue
Visalia, CA 93277
(559) 734-9000, extension 21804
Tammiez@sjvc.edu

For student disabilities, refer to the Student Disability Policy located on InfoZone as follows:

Information Center > SJVC Publications

4. RESOLUTION AT THE CAMPUS LEVEL

If you feel you or other employees have been subjected to discrimination and or unlawful harassment, you are encouraged to immediately identify the offensive behavior to the harasser the person(s) demonstrating discriminatory and or harassing behavior and request that it stop. If you are uncomfortable in addressing the matter directly with the harasser person(s) or if you do so and the behavior does not stop, then discuss the matter immediately with your supervisor, another supervisor, or Campus Director so that he or she can informally investigate and address it directly with the person(s) demonstrating the behavior. Campus Directors and/or supervisors who receive a harassment complaint will notify the Director of Human Resources.

Employees, contractors, or third parties are not required, nor are they encouraged, to attempt informal resolution of situations concerning allegations of sexual assault (refer to the Sexual Harassment and Assault Prevention Handbook). Informal resolution of other situations involving allegations of sex-based discrimination or harassment is always voluntary and may be ended at any time, by any party.

5. COMPLAINT PROCEDURE

Because time is of the essence in the College's ability to effectively investigate and resolve complaints of discrimination and or harassment, the maximum time frame for reporting is one year from the date of such events. However, late reporting, in and of itself, will not foreclose the College from investigating legitimate complaints of discrimination and or harassment.

If you believe that you have been discriminated against and or unlawfully harassed, submit a written complaint to your own or any other College supervisor, and or Campus Director. If these management team members do not appropriately address your concerns, or if you are not comfortable in making the report at this level, submit a written complaint directly to the Director of Human Resources or Vice President of Administration. The College encourages all employees to report any incident of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

All employee, contractor or third party complaints will be investigated promptly, impartially and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. Any supervisor, agent, or other employee who has been found to have discriminated against or harassed an employee will be subject to appropriate

corrective action, ranging from disciplinary warning to discharge.

6. INVESTIGATIONS

Effectively addressing a complaint of discrimination and or harassment will include a timely, fair and thorough investigation by the Campus Director or assigned Campus Management Member, Director of Human Resources, Vice President of Administration, and or by outside persons or organizations under contract with SJVC, as discussed in Section 4, above. There are different levels of investigations. The allegations along with facts and evidence provided will determine whether the issue can be addressed informally or whether a formal internal investigation will be necessary. The investigator shall not have a conflict of interest (a conflict of interest occurs where an individual's personal objectives or interests are at odds with his or her professional responsibilities). An employee accused of discrimination and or harassment may or may not, depending on the severity of the complaint, be placed on an administrative leave during this period. The severity of the complaint will determine whether the leave is paid or unpaid. The accused employee will be notified of the status of the leave.

The purpose of an investigation is to identify the issues and gather all material facts and evidence concerning the allegation(s). The complaining and accused employees will be notified of the outcome of the investigation in writing, normally within thirty (30) days of receipt of the initial complaint by the College. More complex investigations or severe circumstances, however, may require additional investigation time. Witnesses are not informed of the outcome.

Either employee (complainant and or respondent) may appeal the outcome of an investigation by submitting a written statement to the College CEO/President. Time is of the essence for appeals concerning the outcome of an investigation because the passage of time can compromise the ability of SJVC to review events and obtain accurate and relevant information. Accordingly, employees must submit their written statement of appeal within 30 days of receiving notification of the outcome of the investigation. Timely appeals are considered only if there is a concern regarding impartiality of the investigator or if there is new information available. The employee will receive written notification of the results of a timely appeal.

7. CONFIDENTIALITY OF INVESTIGATIONS

In order to protect the integrity of an investigation SJVC will identify for each investigation conducted whether or not confidentiality must be maintained in order to protect witnesses, avoid spoliation of evidence or fabrication of testimony.

8. DISCIPLINE

A discrimination and or harassment investigation is a serious matter and requires the cooperation and honesty of employees. Employees who file a false claim of discrimination and or harassment, obstruct an investigation, or are not truthful in an investigation are subject to disciplinary action, up to and including discharge.

An employee found to have engaged in discrimination and or harassment may be personally liable for monetary damages. Depending on the circumstances, the harassing

employee may or may not be eligible for indemnification from the College.

Depending on the circumstances of each case and the seriousness of the offense, the College will take appropriate corrective action, up to and including discharge, against any employee who engages in discrimination and or harassment or who retaliates, or threatens to retaliate against any person who files a complaint, or assists in the investigation of a complaint.

9. RESPONSIBILITIES OF MANAGEMENT

It is the responsibility of management personnel to ensure that the work environment is free of discrimination and or harassment and to take appropriate action to stop possible harassment once aware of it. Employees can expect management personnel to act on a situation once there is knowledge, regardless of whether a complaint has been filed or received.

“Knowledge” includes first party reports, third party reports, observation or anonymous reports. Management personnel will notify either the Campus Director, Director of Human Resources, or Vice President of Administration once a situation is known.

Employees can also expect that management will responsibly inform them of their right to raise, and how to raise, the issue with the organization in accordance with this policy statement.

10. RESPONSIBILITIES OF EMPLOYEES

It is the responsibility of employees to adhere to the spirit and intent of this policy. Any employee who is aware of potential discrimination and or harassment should inform his or her supervisor, the Campus Director, Director of Human Resources, or Vice President of Administration.

11. POLICY IMPLEMENTATION

In keeping with the College’s commitment to a discrimination/harassment-free work environment, we require everyone to abide by this policy. Any questions about this policy should be addressed to the Human Resources Department or the Title IX Coordinator.

12. RETALIATION

Retaliation against any member of *SJVC’s* community who makes a complaint under this policy or raises any other concern under this policy to an administrator, or who refers a matter for complaint or investigation, or who participates in the complaint, or investigation under this policy, is prohibited.

The term “retaliation” includes discriminating against, mistreating or taking adverse employment action against someone who in good faith has made a complaint under this policy or raised any other concern under this policy to an administrator, or who referred a matter for complaint or investigation, or who participated in the complaint, or investigation under this policy.

For purposes of this policy, an "adverse employment action" shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. This policy does not prohibit an employment action or any other action that would have been taken regardless of the disclosure of information under this policy.

If an employee believes that he or she has been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.

An employee who engages in retaliation will be subject to disciplinary action, up to and including termination or expulsion.

13. CONTACTS

To file a complaint of harassment of any kind, contact the appropriate Campus Director and/or Human Resources Department.

Campus Director
San Joaquin Valley College
8344 W. Mineral King Avenue
Visalia, CA 93291
(559)651-2500

Campus Director
San Joaquin Valley College
201 New Stine Road
Bakersfield, CA 93309
(661)834-0126

Campus Director
San Joaquin Valley College
295 E. Sierra Avenue
Fresno, CA 93710
(559)448-8282

Campus Director
San Joaquin Valley College
4985 E. Anderson Avenue
Fresno, CA 93727
(559)453-0123

Campus Director
SJVC
4580 Ontario Mills Parkway
Ontario, CA 91764
(909)948-7582
(888)755-5701 Toll Free

Campus Director
SJVC - Online
4160 Temescal Canyon Rd.
Suite 105
Corona, CA 92883
(877)367-7582 Toll Free
SJVOnline.edu

Campus Director
San Joaquin Valley College
5380 Pirrone Road
Salida, CA 95368
(209) 543-8800

Campus Director
San Joaquin Valley College
11050 Olson Drive, Suite 210
Rancho Cordova, CA 93570
(916) 638-7582

Campus Director
San Joaquin Valley College
215 West 7th Street
Hanford, CA 93230
(559) 584-8840

Campus Director
SJVC
9331 Mariposa Road
Hesperia, CA 92344
(760) 948-1947

Campus Director
SJVC
27270 Madison Ave., 3rd
Floor
Suite 305
Temecula, CA 92590
(951) 296-6015

Director of Contact Center
Operations
San Joaquin Valley College
4160 Temescal Canyon Rd.
Suite 105
Corona, CA 92883
(855) 667-9557 Toll Free



EMPLOYEE HANDBOOK

Campus Director
SJVC
42135 10th Street West
Lancaster, CA 93534
(661) 974-8282

Campus Director
SJVC
333 H Street Suite 1065
Chula Vista, CA 91910
(619) 426-7582

Campus Director
SJVC
2185-J Cleveland
Madera, CA 93637
(559) 302-2155

Campus Director
SJVC
1920 Cecil Avenue
Delano, CA 93215
(661) 778-1145

To file a written complaint following campus notification:

Director of Human Resources
or
Vice President of
Administration
San Joaquin Valley College
3828 W. Caldwell Avenue
Visalia, CA 93277
(559)734-9000

To file a written appeal following an investigation:

Michael Perry, CEO/President
San Joaquin Valley College
3828 W. Caldwell Avenue
Visalia, CA 93277