

Policies and procedures are subject to Board review and may change without notice. Students are invited to review current policies and procedures by visiting the Gavilan College website at www.gavilan.edu.

Revision of Administrative Regulations

Any regulation issued by the administration of the college has the same force as those printed in the catalog and shall supersede, after notice has been given, any ruling on the same subject which college.

The _____ provides a quick reference to many student

the Morgan Hill and Hollister satellite locations and on the web at www.gavilan.edu/handbook/

Americans With Disabilities Act (ADA)

alternate format or other services, contact the Accessible Education Center at 408-848-4865 or the Vice President of Student Services for assistance.

Authority of Instructors

Gavilan College instructors have full authority in their classrooms. Every student is expected to attend classes and to satisfy the instructor that the work of the course is being performed in a systematic manner.

Students whose classroom behavior is inappropriate may be removed from the class for the day of the removal and the next class meeting (see Student Discipline Procedures). Any student who refuses to leave a classroom when requested to do so by the instructor or an administrator of the college is subject to disciplinary action.

Students who feel that an instructor's authority has been misused

tion Process.

Children on Campus *Reference: AP 6800*

Gavilan College welcomes children to our campus when they are enrolled in course offerings or are accompanied by a parent, legal guardian, or adult caregiver and under appropriate supervision. Our facilities are open to the public, a situation which might present

welcoming environment for both children and adults, according to

- A child not yet in high school must be under the supervision of an adult who assumes responsibility for him or her unless the child is officially enrolled/participating in a Gavilan course or program.
- Except in situations where young people are officially enrolled/participating, parents, guardians and adult caregivers are responsible for being with children at all times and must monitor all activities and behavior of their children while on campus.
- Any child found unattended will be reported to the Gavilan Security Office and/or the Sheriff's Department.
- Adult students and employees should plan for childcare as children are not intended to be a part of the classroom learning environment or workplace at Gavilan College.

Computer Use *Reference: BP 3720*

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President of the College shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Copyrighted Materials *Reference: AP 3720*

Gavilan College students are prohibited from using the College's computers and information network to illegally download or share music, video and all other copyrighted intellectual property. Gavilan College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material.

Unauthorized distribution of copyrighted materials are violations of the law and Board Policy as contained in the Standards of Student Conduct and may subject a student to academic and/or disciplinary sanctions from the college as well as criminal and civil penalties, including a lawsuit by the Recording Industry Association of America (RIAA).

Discrimination

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

Reference: Education Code sections 212.5; 66252; 66281.5

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment and hate crimes, including those which are based on any of the following statuses; race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, gender identity, gender expression and nationality, or the perception that a person has one or more of the foregoing characteristics.

fees are charged at the Coyote Valley, Hollister, Morgan Hill or San Martin sites.

Student parking is permitted on campus in designated areas only.

Parking regulations are strictly enforced and tickets are issued for violations. The California Vehicle Code applies to all vehicles on campus and is enforced by local law enforcement and campus security.

Photography, Video and Audio Recordings

Audio, video, and photographic recording of classes or meetings may only be done with the consent of faculty or staff responsible for the classes or meetings.

Posting Procedure *Reference: AP 3900*

Students are provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated

Student Services, or designee. Materials displayed shall be removed after the passage of ten (10) days.

Sexual Assault

Gavilan College will not tolerate any form of sexual assault, including rape, on college property or at any college-sponsored event. The district realizes that these situations may or may not be deemed criminal offenses and therefore may have to be handled both internally through college administrative action and externally by the appropriate law enforcement agency. Within the college, allegations of sexual assault and/or rape will be fully investigated by the college administration. Disciplinary actions may include suspension or expulsion for student or suspension or termination for staff. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the 4MEFOU 3JHIW3FTQPOTJCMJWFTBOEDBEFNJD4BOEBSET)BOECPPL

Decisions regarding discipline of staff will be made in accordance with applicable legal and contractual provisions and procedures.

When a victim of rape or any other sexual assault chooses to go to either the counseling department and/or health services, the strict-

report the incident to the appropriate law enforcement agency, the district will make every effort to ensure that it will be handled in the

If you, or someone you know, has been the victim of sexual assault, is available on campus through counseling at 408-848-4723 or

call the 24-hour crisis line at 1-877-363-7238.

Lfhd&Rzn

Reference: BP 6500, AP 3570

The goal of the Gavilan Joint Community College District is to provide a safe learning and working environment for students and staff. Smoking (including e-cigarettes, hookah, or cannabis) is prohibited in all indoor and outdoor locations, with the exception of designated parking lots. Smoking is prohibited in all district vehicles. Tobacco products are not permitted to be sold on campus either through vending machines by non-campus establishments.

"No Smoking" signs shall be conspicuously posted at building entrances and in restrooms, locker rooms, dressing areas, cafeteria and sports facilities. In addition, designated parking lot areas for smoking areas will be clearly marked.

Refer to California Government Code Section 7596. Compliance is

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