

- determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct may be subject to disciplinary action, up to and including termination or expulsion. Engaging in intimidating conduct or bullying against another employee through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying are strictly forbidden.
3. Any individual who believes that he or she has been harassed, bullied or retaliated against in violation of this policy and wishes to report such incidents should use the procedure provided by his/her supervisor or the office of the Vice President of Student Services. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention to the Vice Chancellor of Human Resources and Employee Relations.
  4. This policy applies to all aspects of the academic and work environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to minors as well as adults, and to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reemployment, transfer, leave of absence, training opportunities, assignment of work hours and projects, and compensation.
  5. The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
  6. The Chancellor shall establish procedures that define harassment throughout the District. The Chancellor shall further establish procedures for employees, students and other members of the District community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students and agents.
  7. The District shall promptly investigate and resolve complaints of harassment and will assure that any harm resulting from the harassment will be promptly redressed by restoring any lost benefit or opportunity. All participants are protected from retaliatory acts by the District, its employees, students, and agents.
  8. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees on the District's public website.
  9. It is the responsibility of each individual to maintain a level of conduct that is compliant with this policy. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

## Smoke Free Campus

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College implemented a smoke free campus beginning the fall semester 2009. "Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes, or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind according to Board Policy 2.27.

The active participation and cooperation of all students, faculty, staff, and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the smoke free policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Rm. 2209, (650) 738-4270 and on the Skyline College website. A printed Smoke Free Policy and Resource Guide are widely available in various locations on campus. For additional information regarding the smoke free policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333 or the Chief of Public Safety at (650) 738-4455.

Designated Smoking Areas are in or near the following Parking Lots:

- Lot E: Near Bus Stop & Near Loading Dock of Bldg. 1
- Lot F: Near Bldg. 10
- Lot G: Near Bldg. 8
- Lot H: Near Bldg. 7
- Lot K: Near Bldg. 6 & Near Loading Dock of Bldg. 5
- Lot L: Pacific Heights Student & Staff Lot
- Lot R: Bottom of Stairway

## Policy And Procedures For Unlawful Discrimination Complaints

The policy of San Mateo County Community College District is to provide an educational and employment environment

in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, gender, gender identity or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the District is also to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Read more about district policies at the Student Grievance Process webpage at <http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php>.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, San Mateo County Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101)1.

The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767. Additional information available at the Student Grievance Process webpage <http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php>.

Authority: Cal. Code Regs., tit. 5, § 59300; Gov. Code, §§ 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

For complete Board Policies, please visit <http://www.smccd.edu>.

1 If the federal statutes cited above would result in broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in the Model Policy.

## Política y Procedimientos para Quejas Por Discriminación Ilegal

La política del Distrito del Colegio Comunitario del Condado de San Mateo (San Mateo County Community College District) es proporcionar un ambiente educativo y laboral en donde a ninguna persona se le deberá negar ilegalmente el acceso total y equitativo a, los beneficios de la misma, o estar ilegalmente sujeto a la discriminación en base a la identificación con un grupo étnico, origen nacional, religión, edad, sexo, raza, color, descendencia, orientación sexual, o discapacidad física o mental en cualquier programa o actividad gestionada por, financiada directamente por, o que recibe cualquier asistencia económica por parte del Rector Estatal o la Junta de Gobernadores de los Colegios Comunitarios de California.

Además, la política del Distrito es proporcionar un ambiente educativo y laboral libre de avances sexuales inoportunos, solicitudes para favores sexuales, y otra conducta o comunicado verbal o físico que constituya acoso sexual.

Los empleados, estudiantes u otras personas que actúan a nombre del Distrito y se involucran en la discriminación ilegal, como lo define la política o la ley estatal o federal, pueden estar sujetos a una acción disciplinaria, llegando hasta e incluyendo incluso el despido, la expulsión, o la terminación de un contrato.

Al proporcionarlo así, por medio del presente el Distrito del Colegio Comunitario del Condado San Mateo implementa las disposiciones de las secciones 11135 a 11139.5 del Código de Gobierno de California, la Ley sobre Equidad de Sexo en la Educación (Código Ed., § 66250 y sigs.), Título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C. § 2000d), Título IX de las Enmiendas Educativas de 1972 (20 U.S.C. § 1681), Sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C. § 794), La Ley de Estadounidenses con Discapacidades de 1990 (42 U.S.C. § 12100 y sigs.) y la Ley de Discriminación por Edad (42 U.S.C. § 6101)1.

El Funcionario designado por el Distrito para recibir e investigar quejas del personal y de estudiantes sobre la discriminación ilegal es el Vice-Rector, Recursos Humanos y Relaciones del Empleado, llamando al (650) 358-6767. Puede encontrar información adicional en línea visitando <http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php>.

Autoridad: Normas del Cod. de Cal., Título 5, § 59300; Código de Gov., §§ 11135-11139.5; Código de Ed., § 66250 y sigs.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 y sigs.; 42 U.S.C. § 6101.

Para ver la versión completa de las Políticas de la Junta, visite por favor [www.smccd.edu](http://www.smccd.edu).

1 Si los estatutos federales citados anteriormente resultarían en una protección más extensa de los derechos civiles de los individuos, entonces dicha protección o

cobertura más extensa deberá incorporarse por referencia dentro del mismo, y deberá prevalecer sobre disposiciones en conflicto del Título 5, sección 59300, como se citó en la Política Modelo.

## 非法歧視投訴政策與程式

聖馬特奧郡社區學院學區的政策旨在營造一個公平和平等的教育與就業環境，從而使廣大人民都能完全且平等地享受由州大法官或加州社區學院理事會負責管理、直接資助或提供財政資助的任何專案或活動中的福利，而不會因族群認同、國籍、宗教、年齡、性別、種族、膚色、血統、性取向、身體殘疾或智力障礙等原因而被非法剝奪受教育和就業的權利或遭受歧視。另外，該區的政策也旨在營造一個公平和平等的教育與就業環境，不會出現不受歡迎的性企圖、性利益要求以及構成性騷擾的其他口頭或肢體行為或交流。若在該區工作的社區員工以及在該區就讀的學生或他人有本政策或州法律或聯邦政府法律中規定的非法歧視，則可能會受到紀律處罰，包括被解雇、開除或終止勞動合同等。為此，聖馬特奧郡社區學院學區特此實施《加州政府法典》第1135條至第1139.5條的規定、《性別平等教育法》（法典第66250節）、《1964年民權法案》第VI章（《美國法典》第42篇，第2000d節）、《1972年教育修正案》（《美國法典》第20篇，第1681節）、《1973年康復法案》（《美國法典》第29篇，第794節）、《1990年美國殘疾人法案》（《美國法典》第42篇，第12100節）和《禁止年齡歧視法》（《美國法典》第42篇，第6101節）。<sup>1</sup> 該區專門指定了負責收取並調查員工和學生非法歧視投訴的人力資源與員工關係部副部長，聯繫電話(650) 358-6767。如需更多資訊，敬請訪問網站：

<http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php>。  
適用法規：《加州管制法》第5篇第59300節；《州政府法典》第11135-11139.5節；《教育法》第66250節；《美國法典》第42篇第2000d節；《美國法典》第20篇第1681節；《美國法典》第29篇第794節；《美國法典》第42篇第12100節；《美國法典》第42篇第6101節。欲瞭解完整的理事會政策，敬請訪問網站：  
[www.smccl.edu](http://www.smccl.edu)。<sup>1</sup> 若上述聯邦政府法令會導致個人的公民權利保護範圍擴大，則應將擴大後的保護或涉及範圍視為本政策的內容；因此，對於上述規範性政策中所述的第5篇第59300節中的衝突性規定，應以保護或涉及範圍更大的規定為準。

## Use of Technology In The Classroom Policy

Students may only use hand-held and wireless technology for legitimate and appropriate educational purposes such as defined by the instructor. The instructor may limit any use of hand-held or wireless technology that disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities. Students who require access to hand-held or wireless technology as assistive measures for documented disabilities may use them according to their accommodations as provided by the Disability Resource Center. A violation of this policy may result in disciplinary action. Sanctions are explicitly stated in the College's Student Code of Conduct.

## Revisions of Regulations or Policies

Any changes in regulations or policies adopted by the San Mateo County Community College District Board of Trustees or the administration of Skyline College will be considered an official ruling and will supersede any regulation or policy on the same subject which appears in this Catalog and/or other official publications, provided that the new regulation or policy has been officially announced and posted.