

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3900 Speech: Time, Place, and Manner (formerly numbered AP 5550)

References: Education Code Sections 66301, 76120, and 87708; Penal Code Sections 311, 311.2, 407, 409, 415, 415.5, 416, 422.6, 602.10, 626-626.6; Business & professions Code Section 5402

I. USE OF AREAS GENERALLY AVAILABLE TO STUDENTS AND THE COMMUNITY

- A. The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and this procedure.
- B. The District shall not restrict free expression in "areas generally available to students and the community," defined as grassy areas, walkways or other similar common areas. This definition governs the phrase "areas generally available to students and the community" as it is used in Board Policy 3900 and throughout this administrative procedure.
- C. The areas generally available to students and the community are designated public forums.

For purposes of further defining "areas generally available to students and the community," no person may engage in the circulation of petitions, leaflets, newspapers and other printed matter in the following areas: within 25 feet of doorways opening to outdoor areas of campus, all indoor facilities including, but not limited to campus offices, classroom facilities, libraries, performing art facilities, indoor or outdoor athletic facilities, parking lots, warehouses, and maintenance yards. All areas generally available to students and the community, as set forth above, may be temporarily reserved by the District, including recognized student organizations, for specific uses.

- D. Use of areas generally available to students and the community shall be subject to the following:
 - 1. Persons wishing to engage in speech or expressive activities in the areas generally available to students and the community are encouraged to inform the Department of Campus Safety of their intent to be present in such areas. The District encourages such check-in as a means to provide for safety and for the equitable use

of such areas. Individuals availing themselves of such areas generally available to students and the community, whether they decide to check-in or not, may remain anonymous.

2. Persons using areas generally available to students and the community shall not touch, strike or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby, nor shall they force passersby to take materials.
 3. Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct (as defined under Penal Code Section 626.6) of the campus or classes, other lawful activities.
- E. Persons using areas generally available to students and the community shall not solicit donations of money, through direct requests for funds, sales of tickets, goods, or otherwise, except where he or she is using such areas on behalf of, and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
- F. Non-student use of any areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities is subject to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

II. DISTRIBUTION OF MATERIALS

All persons using areas generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those individuals or groups distributing materials in these areas, other than material that is discarded or dropped in or around an appropriate receptacle, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

III. POSTING

A. Open Posting

1. There are currently eleven bulletin boards and open posting areas identified and maintained throughout the College campus on which students, student clubs and recognized student organizations, College Faculty and Staff, and members of the community may post materials.
2. The number of such bulletin boards may change from time to time. Materials may be posted on such bulletin boards without any prior

approval. A map of bulletin boards and open posting areas is available online at www.citruscollege.edu. Materials posted in all other locations will be removed.

3. Open posting bulletin boards and open posting areas will be cleared on the first and third Monday of each month.

B. Posting by Student Clubs and Recognized Student Organizations

1. Student Clubs and Recognized Student Organizations (collectively referred to as “student clubs”) may have printed materials relating to activities and events posted on bulletin boards reserved for student clubs, official College communications, as well as in authorized open posting areas.
2. Prior to posting of such materials by student clubs, the materials will be presented to the Office of Student Life and Leadership Development for the purpose of receiving an expiration date stamp, on materials to be posted on bulletin boards reserved for student clubs, and official College communications. Such expiration date stamped materials may only be removed by a representative of the originating club or

5. Originating individuals and organizations are requested to take responsibility for maintaining its posting in a neat manner.

Also see BP 4030 titled Academic Freedom.

Board Approved 02/05/13
Revised 12/02/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5450 STUDENT CLUBS AND ORGANIZATIONS

References: Education Code sections 76060-76067;
Military and Veterans Code Section 616

Co-curricular campus involvement is a vital element of student development, promoting student growth as well as student engagement and satisfaction. These procedures are put into place to govern Citrus College student clubs and organizations that are approved by the Associated Students Citrus College ("ASCC"). No group of students is required to become a student club or organization, but student groups that are not recognized by the ASCC are not eligible for some of the benefits available to recognized student clubs.

ORGANIZATION

1. Authorized college clubs must be organized according to college policies. These clubs are sponsored by college personnel, composed completely of current student body members, and hold the majority of their meetings at the college during the regular college day, i.e., between 7:30 a.m. and 10:00 p.m., Monday through Friday.
2. Recognized student clubs and organizations shall not discriminate unlawfully on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or any other characteristic protected by law of any person, or the perception that a person has one or more of these characteristics.
3. All other clubs whose membership is composed for the most part of Citrus College students who are sponsored by other than college personnel, who meet outside college hours at places other than at college, and whose aims are other than education or college interests, are considered to be non-college clubs and beyond the jurisdiction and responsibility of college authorities.

ORGANIZATION MINUTES

All organizations/clubs shall keep accurate minutes of each of their official meetings, and make them available to the College upon request. All minutes reflecting action items to approve activities or expenditures must be attached to the Request for Activity or check requests, as applicable.

ACTIVITIES AND EVENTS

For all activities and fundraisers requiring ASCC account funds or using District or ASCC Resources, and for all off-campus club activities, all student clubs and organizations must

fundraisers. The advisor is required to be present at club activities when held in the evening, on weekends, or at any time the event is held off-campus.

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Desk Review	06/27/11
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CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7102.1 Prohibition of Harassment: Students

References: Education Code Sections 212.5, 66250, 66262.5, 66270, 66281.5, and 66301; Civil Code Sections 51 and 51.7; Government Code Section 11135, et seq.; California Code of Regulations, Title 5, Section 59300, et seq.; Title 22, Section 98000, et seq.; Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); Title IX of the Education Amendments of 1972, as amended (20 USC § 1681); The A

2. Physical: Assault or battery (which may include unwelcomed kissing, grabbing, groping, or pinching, as examples), physical interference with free movement, or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status.
 3. Environmental: The creation of a hostile academic environment may constitute harassment. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning.
- B. Sexual Harassment - In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:
1. submission to the conduct is made a term or condition of an individual's academic status or progress;
 2. submission to, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual;
 3. the conduct is so severe, pervasive, and objectively offensive that the victim is effectively denied access to an educational opportunity or benefit; or,
 4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding

determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning.

3. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

III. CONSENSUAL RELATIONSHIPS

Romantic or sexual relationships between students and administrators, faculty, or staff members are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student's work or make decisions affecting the student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the authority of the employee over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

IV. COMPLAINT PROCEDURE

Allegations of sexual harassment will be reviewed pursuant to the complaint procedure set forth under Administrative Procedure 7101—Discrimination Complaint Procedure: Student