



# Career Technical Education (CTE)

## Workforce and Economic Development Rights and Responsibilities/ Policies and Procedures

*Note: A Complete Barstow Community College Catalog is available at:  
<http://www.barstow.edu/College-catalogs.html>*

### BARSTOW COMMUNITY COLLEGE MISSION STATEMENT

Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career opportunities, enabling all in the community to thrive in a changing global society.

### WORKFORCE AND ECONOMIC DEVELOPMENT MISSION STATEMENT

Provide a skilled workforce through credit-based classes and contract training that meets the needs of employers and provides students with relevant 21st century career and technical education that leads to academic achievement and successful employment in a global economy.

The Barstow Community College Workforce & Economic Development Department (WEDD) values each individual student and supports student learning and career and economic development by providing the necessary programs and services designed to enhance the overall learning experience of our students. We are committed to an on-going process of assessment designed to monitor and improve the effectiveness of our programs to our students, community, nation, and partners. WEDD faculty and staff work in a professional manner with students, colleagues and administrators, treating everyone with the respect and dignity they deserve while supporting the college's Mission Statement.

WEDD offers programs to prepare students in basic skills, career and technical education, lifelong learning opportunities, and comprehensive lower division courses that meet articulation agreements for

student transfer to four-year colleges and universities. WEDD provides career and technical education and workforce development programs and courses that give students the knowledge, skills, and certification necessary for success in the workplace. WEDD partners with local agencies, businesses, schools, and military bases to promote positive community development and economic growth. WEDD uses institutional research to further develop courses, programs, and services.

## ACADEMIC ACCOMMODATION

Students with disabilities are strongly recommended to contact the Accessibility Coordination Center and Educational Support Services (ACCESS) to ensure timely accommodations and services. To receive accommodations the student must fill out an application packet, provide appropriate medical documentation, and see the DSPS counselor. Students requesting accommodations must provide their instructor with the Recommendation for Academic Support and Accommodations (RASA) form. It is the student's responsibility to discuss his/her accommodations with the instructor. The RASA form can be processed in ACCESS located I C48 behind the Norman Smith Student Services building. Students enrolled in online courses are also encouraged to contact DSPS for accommodations and services. For additional information please contact the ACCESS by email at [access@barstow.edu](mailto:access@barstow.edu) or phone at (760)252-2411 ext. 7225.

## COMPUTER USE

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. 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. Students failing to observe the college's Computer and Network Use Policy and Procedure 3720 will be subject to disciplinary action.

## CRIME AWARENESS AND CAMPUS SECURITY

Barstow Community College is committed to a safe and secure work and learning environment. Information concerning occurrences of criminal and non-criminal acts for which records are required to be kept under the Crime Awareness and Campus Security Act of 1990 (as amended) and Education Code Section 67380 is published in the College's Schedule of Classes.

## DRUG AND ALCOHOL POLICY

Barstow Community College supports a drug-free environment. Both the abuse and moderate use of alcohol and illegal drugs can result in injury and death. While chronic problems are associated with long-term abuse, damage can occur from moderate or even a single experimental use of a substance. Alcohol and drug use seriously impairs learning and motivation; disrupts the classroom; jeopardizes physical and mental health; subjects the user to criminal penalties; injures families; erodes relationships; and inhibits ability to benefit from an education. Barstow Community College therefore asks for student support to maintain and actively promote a drug-free learning environment by being aware and informing others of college policies, referral sources for help, and the substantial legal, personal, and health consequences

associated with use. If you or someone you know is having problems with alcohol or drugs, seek out confidential assistance on-campus, or from one of the community agencies listed below.

### District Policy

In accordance with federal and state laws, it is unlawful to manufacture, possess, use, sell or distribute alcohol, narcotics or other controlled substances on college property or at any college sponsored activities and is subject to disciplinary action.

### Health Consequences

- Even experimental use of substances may result in:
  - Impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychiatric problems.
  - Impaired judgment leading to driving under the influence of alcohol/drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
- The intravenous use of drugs can result in hepatitis, tetanus, abscesses, and AIDS.
- The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest, and death.
- The most common negative health consequences from occasional drinking are trauma-related (i.e., auto accidents, violent, and abusive acts) and involve both the drinker and non-drinking victims.
- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incardination, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancer, and many other health problems.

### Barstow Community College Legal Sanctions

Barstow Community College students and employees are subject to both college regulations and the laws and penalties of the State of California for alcohol/drug offenses. As a student, if you are under the influence of alcohol and/or drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled, and criminally prosecuted. If you are an employee of Barstow Community College, you may be placed on probation, terminated, and criminally prosecuted for the use, sale, or possession of illegal drugs and/or alcohol on campus or at college-sponsored events.

### State of California Legal Sanctions

For a first offense of driving under the influence of alcohol and/or drugs, offenders may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

- For possession of marijuana (1 oz. or less), you can be fined up to \$100 and receive a criminal citation.
- For possession of marijuana (more than 1 oz.), you may receive up to 6 months in county jail, up to a \$500 fine, or both.
- For possession of cocaine, you can be imprisoned in a state prison.
- For sales of any illegal drug, you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his/her possession on any street or highway or in any public place can be convicted of a misdemeanor.
- It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums or cancel or deny renewal as a result of driving under the influence convictions.

#### For Free Confidential Assistance

For assistance off-campus, call:

- Alcoholics Anonymous (760) 256-1990
- Narcotics Anonymous (760) 255-2045
- For a more comprehensive listing of off-campus referrals, contact a counselor.

## NON-DISCRIMINATION POLICY

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

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to age, race, religion, creed, color, national origin, ancestry, disability, gender, marital status, or sexual orientation.

Students can present complaints regarding alleged violations of this policy to the Human Resources Director at (760) 252-2411 ext. 7277.

## SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

Barstow Community College supports the idea that no person shall, on the basis of a physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of the college. Any student or applicant for admission who believes he/she has been subject to a discriminatory action on the basis of a physical or mental disability may file a complaint with the Vice

President of Student Services. An employee or applicant for employment may file a complaint with the Human Resources Director.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

Office for Civil Rights, Region IX  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
[ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

## PROHIBITION HARASSMENT POLICY

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, including that which is based on any of the following: age, race, color, religion, ancestry, national origin, disability, gender, sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status or progress;
- submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students 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 or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges

of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the community District.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

For more information regarding this policy and the procedures involved, contact the Human Resources Director (for staff) at (760) 252-2411 ext. 7277 or the Vice President of Student Services (for students) at ext. 7353.

## SMOKING POLICY

Barstow Community College has been designated as a smoke-free campus. Smoking is prohibited in all college buildings. Smoking is also prohibited within 20 feet of all college building entrances.

## STUDENT CONDUCT

A student admitted to Barstow Community College has an obligation to conduct him/herself in a manner compatible with the social and educational functions of this institution. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. With regard to disciplinary action, all students shall be entitled to due process in accordance with Education Code Sections 66017 and 76037 and Board Policy and Procedure 5800.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the District President.
3. Unlawful possession, use, sale, offer to sell, or furnish, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or private property on campus.

6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, sexual orientation, or any other status protected by law, including but not limited to verbal or written slurs or threats, physical attacks, or defacing property.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel. Stalking, harassing, hazing or abusing physically or verbally any college employee, any other student or visitor, or threatening to use force or violence against any member of the college community.
12. Cheating, plagiarism (including plagiarism in a student publication) or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.'
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent, or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Violation of published college rules, policies and/or procedures.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

20. Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties; failure to identify oneself or provide identification to these persons when requested to do so.
21. Violating college or California Education Code regulations pertaining to student organization, distribution of literature and place and manner of public expression.
22. Unauthorized use of the name of Barstow Community College.
23. Failure to pay financial obligations to the college or to agencies for which the college acts as agent, or failure to return college property.
24. Solicitation of funds for political action or political party campaigns in violation of Board policy.
25. Failure to appear at a disciplinary hearing after being cited as a defendant or as a witness by a college administrator on behalf of either a plaintiff, or by a defendant under citation.
26. Disobeying traffic or parking regulations.
27. Attending or attempting to attend class (es) when not enrolled in the college or in the class (es).
28. Interfering with the instructional process, administrative duties, or other college activities or programs.
29. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member or college official; use of computing facilities to interfere with a college computing system; and/or violation of the Barstow Community College "Computer Use Contract."

## ATTENDANCE POLICY

Attendance in this training program is mandatory as many components could be covered in one day and because of the structure of the training and the trainers need to cover all components of the training in the time allotted. It also provides the trainee with the best training experience and provides the ability to gain the most knowledge of the training components being provided. Any absences excused or unexcused will result in the deduction of total hours on certificate of completion provided at completion of the training program and the loss of any special certifications including NCCER, OSHA, etc. that may have been presented the day the absence occurred.

Excused absences are acceptable with proper documentation provided to training provider. Examples of Excused absences include:



- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the trainee's immediate family
- A death in the trainee's immediate family or of a relative
- Religious holiday
- Emergency conditions such as fire, flood, or storm
- Other unique circumstances warranting absence and coordinated with training provider

Excessive unexcused absences or tardiness will not be tolerated by training provider and the following action will take place for trainees with unexcused absences or tardiness:

- 1-3 unexcused absences or tardiness: verbal warning
- 4-7 unexcused absences or tardiness: written warning
- 8+ unexcused absences or tardiness can result in removal from training program

## STUDENT GRIEVANCES

Barstow Community College encourages a prompt and equitable method of open communication between students, faculty, and staff. A student may file a grievance when he/she believes that a college faculty or staff member has violated written campus policies or procedures, or acted in a manner that constitutes arbitrary, capricious, or unequal application of written campus policies or procedures. For additional information or a copy of the Student Rights and Grievance Policy and related procedures, contact the Office of Student Services.

## STUDENT RECORDS AND PRIVACY RIGHTS

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) and California Education Code, a student may request to inspect all his/her official school records, files, and related data that are classified as student records. The records will be available for review at a mutually convenient time during regular working hours. If information in the file is inaccurate, misleading, or inappropriate, a student may request removal of the information or include a statement disputing the material that is challenged. All documents provided to Barstow Community College become the property of the college.

Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosures without consent to "school officials" with "legitimate educational interests." "School officials" include Barstow Community College employees; agents of the College (such as an attorney or collection agent); or individuals, including students serving on official committees or assisting a school official perform his/her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill his/her professional responsibility. Upon request, Admissions and Records discloses education records without consent to officials of another school in which a student seeks to enroll.

Barstow Community College has designated as "directory" information a student's name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and level of enrollment (number of units enrolled).

The college may release directory information at any time to any requesting party, including the military program and for the development of any college affiliated marketing programs. Students may contact Admissions and Records to restrict the release of directory information. Upon restriction of directory information, student's information will not appear on the posted President's or Dean's list or in the commencement program.

## STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of Barstow Community College to make available its completion and transfer rates to all current and prospective students.

Information about Student Right-to-Know rates for Barstow Community College and how they can be interpreted is published in the Student Handbook and can also be found at the California Community Colleges' web site, "Student Right-to-Know Information Clearinghouse," located at <http://srtk.cccco.edu>.

## TITLE IX POLICY

Barstow Community College is committed to support all regulations under Title IX of the Education Amendments of 1972. "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." Questions regarding Title IX policies can be directed to the Vice President of Human Resources.

## TRAFFIC AND PARKING REGULATIONS

Parking permits are not required, except all vehicles utilizing disabled parking must have a state-issued placard, i.e. Department of Motor Vehicle issued placard, DP or DV plates.

The speed limit unless otherwise posted is 25 MPH on campus roads and 10 MPH in campus parking lots.

Repeated violations of Barstow Community College's traffic and parking regulations may result in disciplinary action.

I have received a copy of the ***Rights and Responsibilities*** and understand Barstow Community College's policies regarding Accommodation for Students with Disabilities, Computer Use, Crime Awareness and Campus Security, Drug and Alcohol Policy, Non-Discrimination Policy, American's with Disabilities Act Policy, Prohibition harassment Policy, Smoking Policy, Student Conduct, Student Grievance Policy, Student Records and Privacy Rights, Student Right-To-Know Disclosure, Title IX Policy, Traffic and Parking Regulations, and Academic Standards which includes Attendance Policies.

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Print Name

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Signature

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Date



## EMERGENCY CONTACT FORM

NAME (Trainee) \_\_\_\_\_  
Last First Middle Initial

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

PHONE NUMBER: \_\_\_\_\_  
HOME CELL

EMERGENCY CONTACT INFORMATION: Please provide the information of two people who we can contact in case of emergency.

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_  
HOME CELL WORK

EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_  
HOME CELL WORK

EMAIL ADDRESS: \_\_\_\_\_

The below information is gathered only for statistical purposes and grant data and will not affect any services provided.

GENDER: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE

ETHNICITY:  
 \_\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_ Pac Islander \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic/Latino  
 \_\_\_\_\_ Caucasian \_\_\_\_\_ Filipino \_\_\_\_\_ Black (not of Hispanic Origin) \_\_\_\_\_ Other (Please Specify)



# BARSTOW

## COMMUNITY COLLEGE

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### Model Release Form

I grant permission to the Barstow Community College District, on behalf of Barstow Community College and its agents or employees, to use photographs and/or video taken of me on the date and the location listed below for use in college publications such as recruiting brochures/videos, newsletters, and magazines, and to use the photographs on display boards, and to use such photographs in electronic versions of the same publications or on college web sites or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs, videos, or printed electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph or video.

I hereby agree to release, defend, and hold harmless the Barstow Community College District, on behalf of Barstow Community College and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs or video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Location of Photo/Video: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of guardian  
[if under 18 years of age] \_\_\_\_\_