

## College Council: Policy and Procedure Review

09-11-2025

**AP 2320 Special and Emergency Meetings** - CCLC 46 Updated this procedure to allow the governing board to provide notice of emergency meetings by email pursuant to changes in the Government Code.

**BP 3845 Artwork Displays** - Due for review as part of the regular review process. There is no CCLC model policy for comparison. Formatting and non-substantive edits. This policy was reviewed for current practices, with feedback from the Facilities Planning Committee.

**AP 3845 Artwork Displays** - This procedure is due for review as part of the regular cycle of review. This procedure was carefully reviewed to add current local practices.

**AP 3430 Prohibition of Harassment (Spanish translation included)** - CCLC 45 updated this procedure to remove a legal reference to the Education Code. The Service also updated this procedure to clarify references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX. CCLC 46 updated references to BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. *In Spanish below, with CCLC 46 updates.* Given the minor revisions, this was submitted to the August Board meeting to expedite the online translation with the update.

**AP 3433 Prohibition of Sexual Harassment Under Title IX (Spanish translation included)** - CCLC 45 updated this legally required procedure to clarify the definition of sexual assault. CCLC 46 updated this procedure and its title pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to update definitions of acts considered sexual assault. The revised procedure aligns with the 2020 Title IX regulations and the Education Code. Given the need to expedite this AP, this procedure was submitted to the August Board meeting to include the Spanish translation.

**AP 7348 Accommodations** - CCLC 46 updated this procedure to revise the usage notes that were reviewed and incorporated by Human Resources.

**AP 7350 Minors and Other Dependents On Campus (NEW)** - This procedure has been drafted to provide guidance on children and other dependents being on campus. There is no comparable model CCLC procedure.

### *Introductory Discussion*

**BP 6560 Environmental Responsibility** – Revisions initiated by the Board of Trustees are presented to the College Council for discussion and will be routed to the senates for discussion with their constituents.

The following policies are under review as part of the 6-year cycle of review by the department areas responsible:

- AP 2305 Annual Organizational Meeting
- AP 2435 Evaluation of Superintendent-President
- AP 2710 Conflict of Interest
- AP 2800 Naming of Buildings and Facilities
- BP 3560 Alcoholic Beverages
- BP 3570 Smoke-Free Learning Working Environment
- BP 3600 Auxiliary Organizations
- BP 3710 Securing of Copyright
- BP 3715 Intellectual Property Adopted
- BP 3720 Information Technology Use
- BP 3810 Claims Against the District
- BP 3850 Display of Flags
- BP 3920 Communication with the Public
- BP 3950 Animals on Campus Revised
- AP 3100 Organizational Structure
- AP 3280 Grants
- AP 3310 Records Retention and Destruction
- AP 3440 Service Animals
- AP 3505 Emergency Operations Plan
- AP 3510 Workplace Violence Plan
- AP 3515 Reporting of Crimes
- AP 3518 Child Abuse Reporting
- AP 3520 Local Law Enforcement
- AP 3560 Alcoholic Beverages
- AP 3570 Smoke-Free Campus Environment
- AP 3600 Auxiliary Organizations
- AP 3710 Securing of Copyright
- AP 3715 Intellectual Property for Approved
- AP 3750 Use of Copyrighted Material
- AP 3810 Claims Against the District
- AP 3840 Fund Raising
- AP 3900 Speech-Time Place and Manner
- AP 3920 Communication with the Public

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

**Board of Trustees**

CCLC 46 Updated this procedure to allow the governing board to provide notice of emergency meetings by email pursuant to changes in the Government Code. Mici 6-25-2025

**AP 2320 SPECIAL AND EMERGENCY MEETINGS**

**References:**

Education Code Sections 72023.5 and 72129;  
Government Code Sections 54956 and 54956.5

**Special Meetings**

Whenever a special meeting of the Board of Trustees is called, the Superintendent/President shall cause the call and notice to be posted at least twenty-four (24) hours prior to the meeting in a location freely accessible to the public.

The Superintendent/President shall also ensure that the following notices of the meeting are delivered:

- Written notice to each member of the Board of Trustees, including the Student Trustee.
- Written notice to public media outlets that have previously requested in writing to be provided notice of special meetings.
- Email to the known primary email address of shall constitute proper written notice to trustees and media outlets for special meetings.

The written notice must be received at least twenty-four (24) hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

**Emergency Meetings**

Whenever an emergency meeting of the Board of Trustees is called, the Superintendent/President shall cause notice to be provided by telephone or email at least one (1) hour prior to the meeting to public media outlets that have requested notice of special meetings. If internet services and telephone services are not functioning, the Superintendent/President shall provide public media outlets that have requested notice with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Emergency meeting notices shall be posted on the College of Marin website.

*Office of Primary Responsibility:* President

---

Date Approved: June 23, 2009

Date Reviewed/Revised: June 20, 2017; May 21, 2024

**Date Revised:**

**General Institution**

CCLC 45 updated this procedure to remove a legal reference to the Education Code. The Service also updated this procedure to clarify references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX. Mici 1-10-2025

To Nikki 1-15-25

Copy to Mia 1-15-25

CCLC 46 updated references to BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. *In Spanish below, with CCLC 46 updates.* Given the minor revisions, this is submitted to the August Board meeting to expedite the online translation with the update. Mici 6-25-2025

Approved. Sadika/SAS 7-19-2025

Copy to Mia 6-25-2025

Approved. Nikki/HR 7-10-2025

**AP 3430 PROHIBITION OF HARASSMENT****TAMBIÉN DISPONIBLE EN ESPAÑOL****References:**

Education Code Sections 212.5, ~~44100~~, 66281.5, and 66281.8;  
Government Code Sections 12940 and 12923;  
Civil Code Section 51.9;  
Title 5 Sections 59320 et seq.;  
Title IX, Education Amendments of 1972;  
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines harassment. AP 3435 Discrimination and Harassment Complaints sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers within the District.

This procedure and the related policy protects students, employees, unpaid interns and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

For information on the District's prohibition of ~~sexual discrimination including sex-based~~ harassment under Title IX, see BP 3433 Prohibition of ~~Sexual Harassment Discrimination~~ under Title IX, AP 3433 Prohibition of ~~Sexual Harassment Discrimination~~ under Title IX, and AP 3434 Responding to ~~Sexual Harassment Discrimination~~ under Title IX. For other forms of harassment, Complainants should use this procedure.

## Definitions

**General Harassment:** Harassment based on age, ancestry, color, religious creed (including religious dress and grooming practices, family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe, that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation, or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

**Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding

gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. 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 or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- 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 (as more fully described below); or
- 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 available at or through the community 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 or sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates 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 or sex would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.

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

### **Consensual Relationships**

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, 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 member, 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. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher 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.

### **Academic Freedom**

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

*Offices of Primary Responsibility:* Human Resources and Student Services – Activities and Advocacy

---

Date Approved: November 6, 2008

Date Reviewed/Revised: January 15, 2013; September 15, 2015; May 11, 2021; September 20, 2022; September 17, 2024

**Date Revised:**

Institución general

AP 3430      PROHIBICIÓN DEL ACOSO

Referencias:

Código de Educación secciones 212.5, 66281.5, y 66281.8;  
Código de Gobierno secciones 12940 y 12923;  
Código Civil sección 51.9;  
Título 5 secciones 59320 y siguientes;  
Título IX, Enmiendas a la Ley de Educación de 1972  
Título VII de la Ley de Derechos Civiles de 1964, 42 U.S.C.A. sección 2000e

El Distrito se compromete a establecer un entorno académico y laboral libre de acoso ilegal. Este procedimiento define el acoso. AP 3435 Denuncias por discriminación y acoso establece un procedimiento para la investigación y resolución de denuncias de acoso por parte de o contra cualquier estudiante, empleado, pasante no remunerado o voluntario dentro del Distrito.

Este procedimiento y la política relacionada protegen a los estudiantes, empleados, pasantes no remunerados y voluntarios en relación con todos los programas académicos, educativos, extracurriculares, deportivos y de otro tipo del Distrito, ya sea que dichos programas se lleven a cabo en las instalaciones del Distrito, en un autobús del Distrito o en una clase o programa de capacitación patrocinado por el Distrito en otro lugar.

Para obtener información sobre la prohibición del acoso sexual en el Distrito en virtud del Título IX, consulte BP 3433 Prohibición del acoso sexual en virtud del Título IX, AP 3433 Prohibición del acoso sexual en virtud del Título IX y AP 3434 Respuesta al acoso sexual en virtud del Título IX. Para otras formas de acoso, los denunciantes deben utilizar este procedimiento.



## **Definiciones**

**Acoso general:** Acoso basado en edad, ascendencia, color, su credo religioso (incluidas las prácticas religiosas en materia de vestimenta y aseo personal), Ausencia por motivos familiares y médicos, discapacidad (mental y física) incluyendo el VIH y el SIDA, estado civil, condición médica (incluyendo el cáncer y las características genéticas), información genética, condición de militar o veterano, origen nacional (incluyendo las restricciones en el uso del lenguaje), raza, sexo (lo que incluye el embarazo, el parto, la lactancia materna y las condiciones médicas relacionadas con el embarazo, el parto o la lactancia materna), género, Identidad de género e expresión de género, orientación sexual, o la percepción de que una persona tiene una o más de estas características es ilegal e infringe la política del Distrito. Se deberá considerar que existe acoso cuando, en conjunto, los incidentes sean lo suficientemente extensos, persistentes o graves como para que una persona razonable con las mismas características que la víctima de la conducta de acoso se vería afectada de tal manera que interfiriera en su capacidad para participar o disfrutar de los beneficios previstos de una actividad, un empleo o un recurso institucional.

El acoso por motivos de género no implica necesariamente una conducta de carácter sexual. Toda conducta hostil u ofensiva basada en el género puede constituir acoso prohibido si satisface la definición anterior. Por ejemplo, los comentarios burlones repetidos sobre la competencia de una persona para realizar su trabajo, cuando se basan en el género de esa persona, podrían constituir acoso por motivos de género. El acoso se manifiesta de muchas formas, incluyendo, entre otras, las siguientes conductas que, dependiendo de las circunstancias, podrían satisfacer la definición anterior o contribuir a un conjunto de circunstancias que la satisfagan:

**Verbal:** Comentarios inapropiados u ofensivos, insultos, bromas o insinuaciones basados en la raza, el género, la orientación sexual u otra condición protegida de una persona. Esto puede incluir, a título de ejemplo, comentarios inapropiados sobre el cuerpo, la apariencia física, la vestimenta, la potencia sexual, el estado civil o la orientación sexual de una persona; coqueteo o proposiciones no deseadas; exigencias de favores sexuales; intimidación, amenazas o abuso verbal; o declaraciones sexistas, condescendientes o ridiculizantes que transmitan actitudes despectivas basadas en el género, la raza, la nacionalidad, la orientación sexual u otra condición protegida.

**Físico:** Tocamientos, agresiones o interferencias físicas inapropiados u ofensivos, que impidan la libre circulación. Estos pueden incluir, a título de ejemplo, besos, caricias, tocamientos prolongados o íntimos, agarrones, pellizcos, miradas lascivas, miradas fijas, roces innecesarios o bloqueos a otra persona, silbidos o gestos sexuales. También incluyen cualquier agresión física o intimidación dirigida a una persona por su género, raza, origen nacional, orientación sexual u otra condición protegida. El acoso sexual físico incluye actos de violencia sexual, como la violación, la agresión sexual, la agresión sexual con lesiones y la coacción sexual. La violencia sexual se refiere a los actos sexuales físicos perpetrados contra la voluntad de una persona o cuando una persona es incapaz de dar su consentimiento debido al consumo de drogas o alcohol por parte de la víctima. Una persona también puede ser incapaz de dar su consentimiento debido a una discapacidad intelectual o de otro tipo.

**Visual o escrito:** La exhibición o circulación de material visual o escrito que degrada a una persona o grupo por motivos de género, raza, nacionalidad, orientación sexual u otra condición protegida. Esto puede incluir, entre otros, carteles, caricaturas, dibujos, grafitis, material de lectura, gráficos por computadora o transmisiones por medios electrónicos.

**Ambiental:** Puede existir un entorno académico o laboral hostil cuando está impregnado de insinuaciones sexuales; insultos o comentarios abusivos dirigidos a una persona o grupo por motivos de género, raza, nacionalidad, orientación sexual u otra condición protegida; o comentarios gratuitos sobre el género, la raza, la orientación sexual u otra condición protegida que no sean pertinentes para la materia de la clase o las actividades del trabajo. Un entorno hostil puede surgir de una atención injustificada a temas sexuales o de declaraciones sexualmente sugerentes en el aula o en el entorno laboral. También puede crearse por una atención injustificada o por estereotipos sobre determinados grupos raciales o étnicos, orientaciones sexuales, géneros u otras condiciones protegidas. Un entorno también puede ser hostil hacia cualquier persona que simplemente sea testigo de acoso ilegal en su entorno inmediato, aunque la conducta se dirija a otras personas. La determinación de si un entorno es hostil se basa en la totalidad de las circunstancias, incluyendo factores como la frecuencia de la conducta, la gravedad de la misma, si es humillante o físicamente amenazante, y si interfiere de manera irrazonable en el aprendizaje o el trabajo de una persona.

**Acoso sexual:** Además de lo anterior, el acoso sexual consiste en insinuaciones sexuales no deseadas, solicitudes de favores sexuales y otras conductas verbales, visuales o físicas de naturaleza sexual realizadas por alguien del entorno laboral o educativo cuando:

- la sumisión a la conducta se establece de forma explícita o implícita como condición para el empleo, la situación académica, el progreso, las prácticas profesionales o la actividad voluntaria de una persona;
- la sumisión o el rechazo de la conducta por parte de la persona se utiliza como base para decisiones laborales o académicas que le afectan;
- la conducta tiene el propósito o el efecto de afectar negativamente al desempeño laboral o académico de la persona, o de crear un entorno laboral o educativo intimidatorio, hostil u ofensivo (como se describe con mayor detalle más adelante); o
- la sumisión o el rechazo de la conducta por parte de la persona se utiliza como base para cualquier decisión que afecte a la persona en relación con los beneficios y servicios, honores, programas o actividades disponibles en el centro de enseñanza superior o a través de él.

Esta definición abarca dos tipos de acoso sexual:

**"Quid pro quo"** El acoso sexual tipo *quid pro quo* se produce cuando una persona en una posición de autoridad condiciona los beneficios educativos o laborales a la voluntad de una persona de participar en una conducta sexual no deseada o de tolerarla.

**"Entorno hostil"** El acoso sexual por entorno hostil se produce cuando una conducta no deseada basada en el género o el sexo de una persona es lo suficientemente grave o extensa como para alterar las condiciones del entorno de aprendizaje o de trabajo de una persona, interferir de manera irrazonable en su desempeño académico o laboral, o crear un entorno de aprendizaje o de trabajo intimidatorio, hostil o abusivo. La víctima debe percibir subjetivamente el entorno como hostil, y el acoso debe ser tal que una persona razonable del mismo género o sexo perciba el entorno como hostil. Un incidente único o aislado de acoso sexual puede ser suficiente para crear un entorno hostil si interfirió de manera irrazonable en el desempeño académico o laboral de la persona, o creó un entorno de aprendizaje o de trabajo intimidatorio, hostil u ofensivo.

La conducta de acoso sexual puede darse entre personas del mismo género o sexo o de géneros o sexos diferentes. El criterio para determinar si una conducta constituye acoso sexual es si una persona razonable del mismo género o sexo que la víctima percibiría la conducta como acoso por motivos de sexo.

#### **Relaciones con consentimiento mutuo**

Se desaconsejan las relaciones románticas o sexuales entre supervisores y empleados, o entre administradores, miembros del cuerpo docente o del personal y estudiantes. Este tipo de relaciones implican un desequilibrio inherente de poder y la posibilidad de explotación. Puede surgir un conflicto de intereses si el administrador, el miembro del cuerpo docente o el miembro del personal debe evaluar el trabajo del estudiante o del empleado o tomar decisiones que afecten al empleado o al estudiante. La relación puede crear una apariencia de impropiedad y dar lugar a acusaciones de favoritismo por parte de otros estudiantes o empleados. Una relación sexual con consentimiento mutuo puede cambiar, con el resultado de que una conducta sexual que antes era bienvenida pase a ser inaceptable y constituya acoso. En caso de que se produzcan relaciones de este tipo, el Distrito tiene la autoridad de transferir a cualquier empleado involucrado para eliminar o atenuar la autoridad supervisora de uno sobre el otro, o de un profesor sobre un estudiante. Dicha medida por parte del Distrito es una medida proactiva y preventiva para evitar posibles acusaciones de acoso y no constituye una medida disciplinaria contra ningún empleado afectado.

#### **Libertad académica**

Ninguna disposición de este Procedimiento Administrativo se deberá interpretar en el sentido de prohibir conductas que estén legítimamente relacionadas con el contenido de los cursos, los métodos de enseñanza, la escolaridad o los comentarios públicos de un miembro del personal docente, o con la expresión educativa, política, artística o literaria de los estudiantes en las aulas y en los foros públicos. Sin embargo, la libertad de expresión y la libertad académica no son ilimitadas, y este procedimiento no protegerá el discurso o la conducta expresiva que infrinja las leyes federales o de California contra la discriminación.

Oficina principal responsable: Recursos Humanos y Servicios Estudiantiles – Actividades y Defensa.

---

Fecha de aprobación: 11 de junio de 2008

Fecha de revisión/modificación: 15 de enero de 2013; 15 de septiembre de 2015; 11 de mayo de 2021; 20 de septiembre de 2022; 17 de septiembre de 2024

**Fecha de revisión:**

**General Institution**

CCLC 45 updated this legally required procedure to clarify the definition of sexual assault.

Mici 1-10-2025

To Nikki/Human Resources 1-15-25

Copy to Mia/General Counsel 1-15-25

CCLC 46 updated this procedure and its title pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to update definitions of acts considered sexual assault. The revised procedure aligns with the 2020 Title IX regulations and the Education Code. Given the need for this AP, this procedure was submitted to the August Board meeting to expedite the online update with the Spanish translation. This was also routed to constituents with an explanation and will go to College Council at the first possible meeting. 6-25-25

Approved. Nikki/Human Resources 7-15-2025

Approved. Sadika/SAS 7-19-2025

Copy to Mia/General Counsel 6-25-2025

**AP 3433      PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX**  
**(TAMBIÉN DISPONIBLE EN ESPAÑOL)**

**References:**

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;  
Title IX, Education Amendments of 1972;  
Title 5 Sections 59320 et seq.

The District is committed to providing an academic and work environment free of unlawful sex discrimination, including sexual-based harassment under Title IX. This procedure defines sex discrimination and sexual-based harassment.

This procedure and related policy protects students, employees, applicants for admission or employment, and other individuals participating or attempting to participate in the District's education program or activity.

**Definitions**

~~Sex Discrimination: Any discrimination based on sex, including, but not limited to, sex-based harassment. Sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.~~

**Sexual-Based Harassment under Title IX**

~~A form of sex discrimination that includes sexual harassment and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity. Sex-based harassment includes Conduct that satisfies one or more of the following:~~

- **Quid pro quo harassment:** ~~A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly condition the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct; A District employee, agent, or other person authorized by the District conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;~~
- **Hostile environment harassment.** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- ~~Unwelcome sex-based conduct that, based on a totality of the circumstances, is subjectively and objectively offensive and is so severe, or pervasive that it limited or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:~~
  - ~~The degree to which the conduct affected the Complainant's ability to access the District's education program or activity;~~
  - ~~The type, frequency, and duration of the conduct;~~
  - ~~The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;~~
  - ~~The location of the conduct and the context in which the conduct occurred; and~~
  - ~~Other sex-based harassment in the District's education program or activity;~~
- **Sexual assault;** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent or unlawful, nonforcible sexual intercourse. ; including Sexual assault includes sexual exploitation and the following:
  - ~~Sex Offenses.~~ Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape (except Statutory Rape).** The carnal knowledge of a person, Sexual intercourse between two people, and may include oral or anal intercourse, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - **Statutory Rape.** Sexual intercourse with a person who is under the statutory age of consent. ~~There is no force or coercion used in Statutory Rape; the act is not an attack.~~
  - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
  - **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
  - **Incest.** ~~Non-Forcible s~~Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Dating Violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of a relationship will be

determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Domestic Violence.** Violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
  - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

*Offices of Primary Responsibility:* Human Resources; Student Services – Activities and Advocacy

---

Date Adopted: December 14, 2021

Date Reviewed/Revised: September 19, 2023; September 17, 2024

**Date Revised:**

**Institución general**

El CCLC 45 actualizó este procedimiento exigido por ley para aclarar la definición de agresión sexual.

Mici 1-10-2025

Para Nikki/Human Resources 1-15-25

Copia a Mia/General Counsel 1-15-25

El CCLC 46 actualizó este procedimiento y su título de conformidad con una decisión que invalidó las regulaciones del Título IX de 2024 en el Tribunal de Distrito de los Estados Unidos para el Distrito Este de Kentucky. El Servicio también actualizó este procedimiento para actualizar las definiciones de los actos considerados agresión sexual. El procedimiento modificado se adhiere a las regulaciones del Título IX de 2020 y al Código de Educación. **Dada la necesidad de este AP, mi recomendación es enviar esto a la reunión de la Junta de agosto para acelerar la actualización en línea con la traducción al español.**

Tiene varios cambios, por lo que es aconsejable dirigir esto a los constituyentes con una explicación y aún así llevarlo ante el Consejo del Colegio. De lo contrario, la versión anterior seguirá vigente y este procedimiento tendrá que esperar hasta septiembre para ir ante el Consejo del Colegio. 6-25-25

Aprobado. Nikki/Recursos Humanos 7-15-2025

Aprobado. Sadika/SAS 7-19-2025

Copia a Mia/ Consejera Jurídica 6-25-2025

**AP 3433      PROHIBICIÓN DEL ACOSO SEXUAL EN VIRTUD DEL TÍTULO IX  
(ALSO AVAILABLE IN ENGLISH)**

**Referencias:**

Título VII de la Ley de Derechos Civiles de 1964, Título 42 del Código de los Estados Unidos,

Anotado, sección 2000e;

Título IX, Enmiendas a la Ley de Educación de 1972

Secciones 59320 y sig. del Título 5

El Distrito se compromete a establecer un entorno académico y laboral libre de discriminación sexual ilegal, incluido el acoso sexual según el Título IX. Este procedimiento define el acoso sexual.

Este procedimiento y la política relacionada protegen a los estudiantes, empleados, solicitantes de admisión o empleo y otras personas que participan o intentan participar en el programa o la actividad educativa del Distrito.

**Definiciones****Acoso sexual según el Título IX**

Conducta que cumple uno o más de los siguientes requisitos:

- **Acoso quid pro quo:** Un empleado o agente del Distrito u otra persona autorizada por el Distrito condiciona la prestación de una ayuda, beneficio o servicio del Distrito a la participación de una persona en una conducta sexual no deseada.

- **Acoso en un entorno hostil.** Conducta no deseada que una persona razonable considera tan grave, extensa y objetivamente ofensiva que niega efectivamente a una persona igualdad de acceso al programa o a la actividad educativa del Distrito; o
- **Agresión sexual.** Cualquier acto sexual dirigido contra otra persona, sin el consentimiento de la víctima, incluyendo los casos en que la víctima es incapaz de dar su consentimiento, o las relaciones sexuales ilegales. La agresión sexual incluye la explotación sexual y lo siguiente:
  - **Violación.** Relaciones sexuales que pueden incluir relaciones orales o anales, sin el consentimiento de la víctima, incluyendo los casos en que la víctima es incapaz de dar su consentimiento debido a su incapacidad mental o física temporal o permanente.
  - **Violación de menores.** Relaciones sexuales con una persona que no ha alcanzado la edad legal de consentimiento.
  - **Agresión sexual con un objeto.** Utilizar un objeto o instrumento para penetrar ilegalmente, aunque sea ligeramente, la abertura genital o anal del cuerpo de otra persona, sin el consentimiento de la víctima, incluyendo los casos en que la víctima es incapaz de dar su consentimiento debido a su edad o a su incapacidad mental o física temporal o permanente.
  - **Manoseo.** Tocar las partes íntimas del cuerpo de otra persona con fines de gratificación sexual, sin el consentimiento de la víctima, incluyendo los casos en que la víctima es incapaz de dar su consentimiento debido a su edad o a su incapacidad mental o física temporal o permanente.
  - **Incesto.** Relaciones sexuales entre personas que tienen un grado de parentesco que prohíbe el matrimonio según la ley.
  - **Violencia en las relaciones afectivas.** Violencia contra una persona que mantiene o ha mantenido una relación social de carácter romántico o íntimo con la víctima, y en la que la existencia de la relación se determinará teniendo en cuenta los siguientes factores: la duración de la relación, el tipo de relación y la frecuencia de la interacción entre las personas involucradas en la relación.
  - **Violencia doméstica.** Violencia cometida:
    - Por el cónyuge o la pareja íntima actual o anterior de la víctima;
    - Por una persona con la que la víctima tiene un hijo en común;
    - Por una persona que convive o ha convivido con la víctima como cónyuge o pareja íntima;
    - Por una persona en situación similar a la de un cónyuge de la víctima según las leyes de violencia doméstica o familiar de California; o
    - Por cualquier otra persona contra una víctima adulta o joven protegida de los actos de esa persona en virtud de las leyes de violencia doméstica o familiar de California.
  - **Acoso.** Participar en una conducta dirigida a una persona específica que haría que una persona razonable temiera por su seguridad o la seguridad de otros, o sufriera angustia emocional considerable.

Oficinas principales responsables: Recursos Humanos; Servicios para estudiantes – Actividades y Defensa

---

Fecha de adopción: 14 de diciembre de 2021

Fecha de revisión/modificación: 19 de septiembre de 2023; 17 de septiembre de 2024

**Fecha de revisión:**



**General Institution**

Due for review as part of the regular review process. There is no CCLC model policy for comparison.

Formatting and non-substantive edits. Review for current practices. Mici 3-6-2024

Facilities Planning Committee should be advised of policy. Keith R/Advancement 1-15-2025

Copy Dana E./SLS 8-12-2025

Copy to Eresa/Finance and Ops 8-28-2025

**BP 3845      ARTWORK DISPLAYS**

~~(Formerly BP 6640)~~

**References:**

No references

All potential artwork displays on District property will be reviewed by the Artwork on Campus Advisory Group prior to installation and in accordance with *Administrative Procedure 3845*. All artwork shall be displayed in accordance with fire and public safety rules and regulations. The District requires persons choosing to exhibit their artwork in District facilities to sign a hold harmless agreement prior to artwork installation.

*See* AP 6520 ~~titled~~ Security for District Property and AP 3845 Artwork Displays

---

Date Adopted: May 18, 2010

Date Reviewed/Revised: June 20, 2017

**Date Reviewed/Revised:**

**General Institution**

This procedure is due for review as part of the regular cycle of review. Out of date, carefully reviewed by administrators. Mici 1-15-2025

To Jonathan/President, Nikki Harris/HR, and Mia Robertshaw/General Counsel 1-28-2025

This was shared for review by relevant constituents to update process and philosophy.

It's important that Finance and Operations plays a role when new artworks come into the collection to ensure the inventory is updated annually. If the Artwork on Campus Advisory group continues, we recommend confirming with Dean of Humanities if she wants to be included, and if the membership should still be 5-7 members or if 3-5 members is more realistic.

Katy B./Finance and Operations 2-13-2025

Resent to Jonathan/President, Dana/SLS, and Mia/GC 6-25-2025

Not all artwork donations come to/through the Artwork on Campus Advisory. Add note that College Operations, the Advancement Office, and the Artwork on Campus Advisory will be in communication when works of art are donated to COM.

Lauren Servais/. 9-2-2025

**AP 3845      ARTWORK DISPLAYS****References:**

No references

An Artwork on Campus Advisory group ~~will be~~ formed by the Fine Arts department chair and will include members of the art department faculty and staff, the art department chair and/or gallery director, as well as a representative from the ~~Office of~~ Advancement Office. The Fine Arts department chair will appoint ~~5 to 7~~ 3 to 5 members to the Artwork on Campus Advisory group.

The advisory group will meet as needed to discuss three related topics:

1. Determining sites for art installations on district property based on a checklist of facilities, accessibility, security, and occupant considerations. Approval from ~~Maintenance and Operations~~ Finance and Operations and the dean or other manager responsible for the academic area or building of each site will be obtained before moving forward.
2. Consideration of artwork (either in current possession of the College or proposed as a gift or loan) for installation in one or more pre-determined sites.
3. All issues related to maintenance, facilities, grounds, security, insurance or other operational matters will be vetted by ~~College~~ Finance and Operations, before the recommendation moves forward.
4. An inventory of the permanent collection will be maintained within College Operations and shall contain details including description of artwork, appraised value, and location. The Artwork on Campus Advisory group must notify College Operations when works of art are donated to the College, or if College-owned artworks are moved, to ensure the inventory is updated at least

annually for insurance purposes. Because not every artwork donation comes directly to or through the Artwork on Campus Advisory group, College Operations, the Advancement Office, and the Artwork on Campus Advisory group shall notify each other whenever works of art are donated to the District.

The Office of the Superintendent/President will consider the advisory group's recommendation(s) and provide a final decision to the advisory group.

The ~~Office of~~ Advancement ~~Office~~ will coordinate the execution of any loan agreements or other contracts necessary to complete approval of the installation(s) and review such documents with ~~the office of Fiscal Services~~ College Operations prior to executing such agreements or contracts.

**See:** BP 3845 Artwork Displays; AP 6520 Security for District Property

*Office of Primary Responsibility:* Finance and Operations, Advancement, and Student Learning and Success

---

**Date Approved:** May 16, 2017

Date Reviewed/Revised:

## Human Resources

CCLC 46 updated this procedure to revise the usage notes. Notes are highlighted and italicized within the procedure for your consideration. Mici 7-10-2025

Revisions as noted incorporating CCLC usage note recommendations. Nikki/HR 7-24-2025

Copy to Mia/General Counsel 7-24-2025

**AP 7348      ACCOMMODATIONS - NEW****References:**

29 U.S. Code Section 207(r);  
42 U.S. Code Section 12101 et seq.;  
42 U.S. Code Sections 2000e et seq.;  
29 Code of Federal Regulations Parts 1605.1 et seq.  
Government Code Sections 12926, 12940, and 12945;  
Labor Code Sections 230 and 1030 et seq.  
Title 2 Sections 11040 et seq., 11050, et seq., and 11060 et seq.

To ensure equal employment opportunities for qualified employees and applicants with disabilities, the Marin Community College District provides reasonable accommodations for the known disabilities of otherwise qualified individuals, unless doing so would impose an undue hardship on District operations.

These accommodations are provided in accordance with the Americans with Disabilities Act (ADA) and related state and federal laws. The provision of a reasonable accommodation for one employee or applicant does not create an obligation for the District to provide the same or similar accommodation in future cases; each request will be evaluated on an individual basis through the interactive process.

~~To ensure equal employment opportunities to qualified employees and applicants with a disability, Marin Community College District will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the business's operation would result. Such accommodations are made in an effort to comply with the intent of the American's With Disabilities Act (ADA) and related laws. The making of an accommodation for a particular employee does not obligate the District to make reasonable accommodations in the future for the same or similarly situated employee.~~

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider;
- Employees needing lactation accommodation

- employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief, practice or observance and any employment requirement, HR may discuss options with the employee to explore reasonable accommodations.

### **Reasonable Accommodation Request Process**

~~Any qualified employee or applicant who may require reasonable accommodation should contact the Human Resources Department to begin the interactive process. An employee requesting reasonable accommodation must submit with his/her/their request, documentation from their physician confirming their disability. Upon receiving the required paperwork from the employee, the Human Resources Department, in collaboration with the employee's current supervisor will make the determination as to whether the employee qualifies for reasonable accommodation.~~

~~If the employee qualifies for reasonable accommodation, Human Resources Department, in consultation with the appropriate supervisor, and other appropriate management personnel, shall arrange a meeting between the employee and Human Resources Department and any other relevant parties to convene the interactive process under the ADA.~~

~~See collective bargaining agreements for reasonable accommodation if applicable.~~

Any qualified employee or applicant who may require a reasonable accommodation should contact the Human Resources Department to initiate the interactive process.

### How the Process Works

1. **Request** – Contact Human Resources as soon as possible. Provide any required documentation (see below).
2. **Interactive Process** – HR will meet with you (and your representative, if desired) to discuss possible accommodation in good faith.
3. **Determination** – The District will evaluate feasible accommodations that do not cause undue hardship or safety risks.
4. **Implementation** – Agreed-upon accommodation will be documented and implemented.
5. **Ongoing Review** – If your circumstances change, you may request new or modified accommodation at any time.

Employees requesting accommodation must submit documentation from his/her/their treating physician confirming the disability and outlining any functional limitations, restrictions, or safety concerns impacting their ability to perform the essential functions of his/her/their position.

Upon receipt of the required documentation, the Human Resources Department will:

- Review the information to determine the specific limitations, restrictions, or safety concerns and assess how they affect the essential job functions or working conditions.
- If clarification is needed, request additional documentation from the treating physician, which the employee is responsible for obtaining.

Following the review, Human Resources will convene a good faith interactive meeting involving the employee/applicant, relevant stakeholders (such as the employee's supervisor, union representative, or other appropriate personnel), to explore potential accommodations. These may include, but are not limited to:

- Modifications to the work environment or duties
- Adjusted work schedules
- Implementation of safety measures
- Temporary reassignment
- Additional or flexible breaks (including for lactation)
- Adjusted dress or grooming standards for religious observance
- Safety-related adjustments for victims of violence
- Assistive devices and equipment modifications
- Leave of absence

As part of this process, the District will assess the feasibility of each proposed accommodation and determine whether it would:

1. Enable the individual to perform essential job functions,
2. Pose a direct threat to the health or safety of the individual or others, or
3. Create an undue hardship for the District.

Following this assessment, Human Resources will issue a written decision to the employee or applicant outlining the approved accommodation or explaining why no reasonable accommodation could be provided.

Accommodations will be reviewed periodically to ensure continued effectiveness. The interactive process may be reopened at any time based on changes in the individual's condition, job duties, or upon the individual's request for a new or modified accommodation.

It is the responsibility of the employee or applicant to notify Human Resources in a timely manner of any changes in his/her/their condition or need for accommodation.

See the collective bargaining agreements for reasonable accommodation if applicable.

### **Lactation Accommodation**

The Marin Community College District recognizes that breastmilk is the optimal food for growth and development of infants and is committed to providing support of breastfeeding mothers by accommodating the employees who wishes to express breast milk during their work schedule when separated from her newborn child. Employees may request lactation accommodations through the Human Resources Department.

An employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant.

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The District will attempt to find a location in close proximity to the employee's work area, and the location will be other than a bathroom. The location shall contain a surface to place a breast pump and personal items, a place to sit, and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. Access to a sink with running water and a refrigerator or other suitable cooling device suitable for storing milk in close proximity to the employee's workspace will also be provided.

Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

Employees may file a complaint with the Labor Commissioner for any alleged violation of Labor Code Sections 1030, et seq., which governs lactations accommodations.

### **Employee Responsibilities**

Employees who wish to express milk during their work schedule must inform their supervisor so that appropriate accommodations can be made to satisfy the needs of both the employee and operational needs.

Employees are responsible for keeping lactation areas clean. This responsibility extends to both designated lactation areas, as well as other areas where lactation will occur.

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using the District's provided refrigerator/personal storage coolers.

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to designate milk expression times that are most convenient or best meet their needs.

*See Also:* AP 5203 Lactation Accommodation, [AP 3440 Service Animals](#)

*Office of Primary Responsibility:* Human Resources

---

Date Adopted: November 17, 2020

**Reviewed/Revised:**

**NEW:** This procedure has been drafted to provide guidance on children and other dependents being on campus. There is no comparable model CCLC procedure. Human Resources 6-20-2025

Approved by the Executive Team. 7-28-2025

Comments as noted by Sadika/SAS. 7-30-2025

To Nikki/HR 7-30-2025

Copy to Mia/General Counsel 7-30-2025

Edits as noted. Nikki/HR 9-3-2025

## **AP 7350 MINORS AND OTHER DEPENDENTS ON CAMPUS (NEW)**

The Marin Community College District is dedicated to fostering an inclusive environment for all individuals, including children and other dependents visiting the College of Marin campuses. Recognizing the educational, employment, and family obligations of the District's students and employees, the District understands the importance of work-life and student-life balance requirements. At the same time, the District is committed to facilitating a setting that supports the successful academic and occupational endeavors of students, faculty, and staff.

As a general procedure, employees are prohibited from bringing children and other dependents to the workplace during their work hours, and students are prohibited from bringing dependents to classes and educational activities. Individuals responsible for the care of dependents are expected to make other arrangements for care, away from the workplace and campus or through the District's Child Study Center. The presence of dependents in the educational and work environment can cause distractions for the parent or guardian, employees, and students, hindering the District's operations. The majority of District facilities and programming are not designed or structured for children or other dependents and there are potential health and safety risks to children and other dependents being on campus.

The District recognizes there are infrequent circumstances where the presence of children or other dependents in the academic environment and workplace may be appropriate. The District allows dependents in the following circumstances:

- Children enrolled in the District's Child Study Center.
- Minor students enrolled in the District's instructional programs pursuant to applicable Board Policies and Administrative Procedures.
- Dependents accompanying an adult accessing student and library services, library facilities, or other District services outside of work hours/class time.
- Dependents accompanying an adult submitting District-related documents (forms, registration, reports, grades, paying a bill, etc.) outside of scheduled work time and class time.
- Parent/guardian is introducing a new baby/dependent to classmates and instructors or colleagues outside of scheduled work time and class time.
- Dependents accompanying an employee to a District event for which dependents have been specifically invited to attend by the President or area Vice President.
- With appropriate supervision, which does not include supervision by employees during work time nor students during class time, as any member of the public may be on campus or attend public events.

The District does not assume responsibility for the actions of dependents on campus, nor for the wellness or safety of dependents, and will not be held liable for any consequences of dependents being on campus. Parents and guardians are responsible for the conduct, wellness, and safety of dependents under their care at all times.



### **Employee and Student Parent/Guardian Responsibilities:**

- Employee and student parents/guardians are required to provide direct supervision to dependents at all times and take full responsibility for the safety and conduct of their dependents. Dependents may never be left unattended.
- Employees and students may not rely on other employees or students to supervise their dependents.
- Employees and students must ensure their dependents behave respectfully in the workplace and academic environment, refraining from disrupting other students, employees, or community members, damaging district property, or posing safety risks. Employees and students are responsible for their dependents' conduct at all times.

### **Manager Responsibilities:**

- Managers are encouraged to authorize leave when permissible under applicable Board Policies, Administrative Procedures, or collective bargaining agreement provisions to employees requiring emergency dependent care arrangements.
- Managers must address any disruptions caused to colleagues, students, or other community members in the workplace or academic environment promptly.
- Managers must ensure compliance with the guidelines stated in this procedure.

### **Hazardous Areas**

- Dependents are not permitted in high-risk areas at any time. This includes areas defined as hazardous or identifiable restricted areas.

### **Other Requirements**

- All visitors to any District facilities must comply with all relevant policies and regulations.
- Minors must be accompanied by an adult at all times, except for the specified exceptions outlined in this procedure.
- The District retains the right to ask an employee or student to leave the campus if they fail to adhere to this procedure.

*Office of Primary Responsibility:* Human Resources, Student Activities & Advocacy

---

Date Adopted:

**Business and Fiscal Affairs**

Recommended references to serve as models are included based on feedback from Paul da Silva, Wanden Treanor, and Stephanie O'Brien. This policy will be included for discussion by the Board of Trustees at the July 15, 2025, board meeting. 6-30-2025

Removed links to references to comply with best practices recommended by CCLC, because links go stale or change. Mici 7-1-2025

Additional changes recommended for discussion by the Board of Trustees at the July 15, 2025, board meeting. 7-15-2025

**BP 6560 ENVIRONMENTAL RESPONSIBILITY****References:**

Title 5 Sections 57050-57055;

United Nations Environment Programme (2021). *Making Peace with Nature: A scientific blueprint to tackle the climate, biodiversity and pollution emergencies*. Nairobi.

The Board recognizes that our current environmental crisis deserves a proactive, up-to-date and coordinated response from the District. Such a response must use the best available information to develop procedures that help the District meet the three inter-related emergencies of biodiversity loss, climate change and pollution.

The Superintendent/President shall be responsible for ensuring that college systems are designed and operate to significantly address meet these three emergencies with measurable progress as best we can, while supporting the educational goals and objectives of the District. Environmentally responsible practices shall be incorporated considered in at least the following areas:

- Instructional Programs including Athletics
- Campus Maintenance and Operations
- Transportation Management
- Renewable Energy
- Capital, Scheduled Maintenance, and General Construction Projects
- Student and staff resources, such as the Health Center, Bookstore

The District may use various rating and certification systems that have been developed to aid organizations elsewhere in pursuit of similar goals. The Board recommends that District staff refer to the following models in accomplishing various environmentally responsible goals:

**Biodiversity**

- Marin Biodiversity Synthesis Group. 2025. Marin Biodiversity 2025
- Chan, L., Hillel, O., Werner, P., Holman, N., Coetzee, I., Galt, R., and Elmqvist, T. 2021. Handbook on the Singapore Index on Cities' Biodiversity. Montreal: Secretariat of the Convention on Biological Diversity

**Climate**

- Marin County Community Development Agency. 2020. Marin County Unincorporated Area Climate Action Plan 2030

**Pollution**

- [Zero Waste Marin. The Zero Waste Schools Program](#)
- [UC Statewide Integrated Pest Management Project. What is IPM?](#)

Office of Primary Responsibility: ~~Administrative Services~~ [Finance and Operations](#)

---

Date Adopted: January 20, 2009 (*This replaced College of Marin Policy 8.0024*)

Date Reviewed/Revised: March 14, 2023

Date Revised: