

A FACULTY GUIDE

Responding to Distressed, Disruptive or Threatening Students



OFFICE OF STUDENT SERVICES

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A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT SERVICES

Dear Campus Community,

Saddleback College cares about you and your safety. At the start of the Spring semester 2011, Academic Senate leadership initiated a college dialogue on the need to address disruptive and threatening student behavior. This initial conversation pointed to the need for specific “tips and strategies” to help de-escalate potentially threatening situations encountered in class or at service counters. A result of this initial discussion was the recommendation to convene a taskforce of internal experts to address this concern and begin an on-going dialogue on this issue.

Over the course of the Spring semester, our taskforce discovered that the necessary expertise and resources currently existed on campus, but needed to be more broadly distributed and available to effectively support you if you were to find yourself in a disruptive or potentially threatening situation. This Faculty Guide is one of several steps taken towards maintaining a safe and welcoming environment on campus. A special thank you goes out to members of our Crisis Intervention Team, particularly Dr. Tina Freeland and Dr. Maryam Azary, who designed and pulled together this wonderful guide. Staff training and new faculty orientations are offered continuously each semester during In-Service.

We know that the issues of campus safety are complex and come with varied causes and consequences. There is no easy way to prevent college violence and no easy formula to predict violent acts from occurring. However, we do know that violent behavior develops progressively, that observable signs can be found along the way, and that there are specific things you can do in support of your safety and the safety of our students.

We hope you find this guide book and resources useful. For additional information and/or questions, please contact the Office of the Vice President for Student Services, jalalos@saddleback.edu, 949.582.4606.

Thank you for joining our college-wide effort to keep Saddleback College a safe and welcoming community.

Sincerely,

Juan Avalos, Ph.D.

Vice President for Student Services

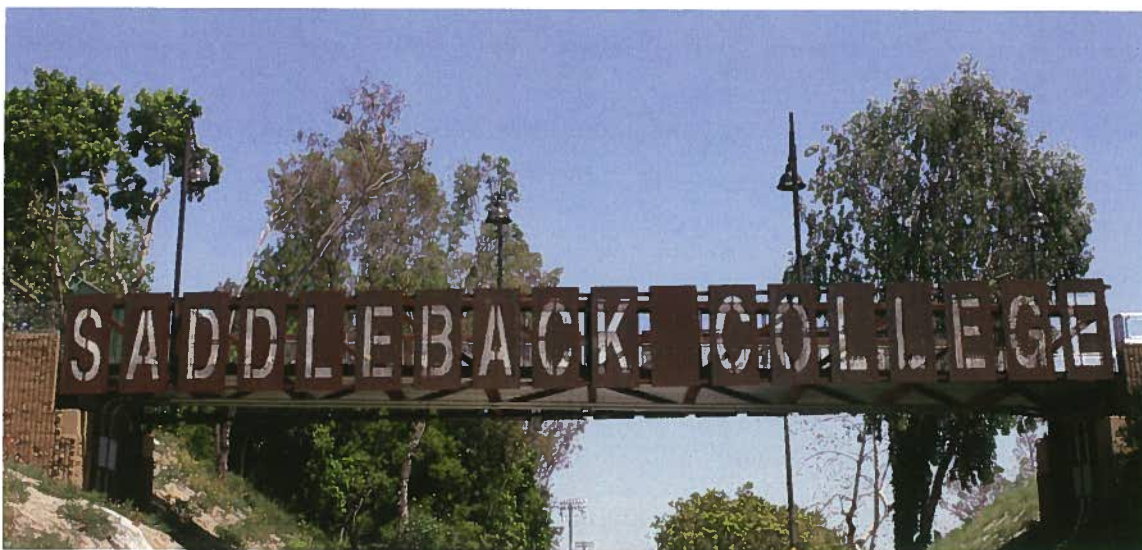
INTRODUCTION TO THE FACULTY GUIDE

Most students attend Saddleback College without emotional or behavioral problems that influence their own academic success or that negatively impact other students' learning. However, a small number of our students do display distressing behaviors – an even smaller number exhibit disruptive behavior in classrooms, lab areas, offices, field sites and other educational settings, or via electronic means. The behavioral symptoms and problems discussed in this guide are not unique to Saddleback College. Rather, they are reflective of a national trend where the rate of overall classroom disturbances in both two-year and four-year colleges and universities has increased in the last decade.

This manual offers specific guidance and practical advice should you need to respond to students who are distressed, disruptive or threatening. In the following pages, you will find:

- Guidelines for **establishing expectations for conduct** in all educational settings, including in the classroom, with online classes and electronic communications, in laboratory learning, and with student travel related to field trips and excursions;
- Information on **identifying and responding to distressed students**;
- Directions for **identifying and responding to disruptive students**;
- Instruction in **identifying and responding to threatening or potentially violent students**;
- An outline of the **student discipline procedure**; and
- Important information **regarding students with disabilities, student complaints about other students, students who are minors, and student records access.**

Questions about this manual may be directed to the **Vice President for Student Services at 949.582.4566.**



SADDLEBACK COLLEGE STANDARDS

A. Establishing Expectations for Classroom Conduct

B. Establishing Expectations for Online Classes Conduct and Electronic Communication

C. Establishing Expectations for Laboratory/Workshop Learning

D. Establishing Expectations for Student Travel – Field Trips and Excursions

Students at Saddleback College are responsible for their conduct and for respecting the rights and privileges of others in accordance with the **Student Code of Conduct set by the SOCCCD Board of Trustees (AR-5401) (Appendix A)**. Students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution, and to respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

As an instructor, you have the responsibility, authority and obligation for establishing appropriate, acceptable academic and behavioral standards for students – in the classroom, in class-related interactions outside of the classroom, and with online communications. The standards you set influence the overall learning environment, as well as how students interact with each other and with you.

A learning environment that incorporates specific academic and behavioral expectations supports students in their intellectual and personal growth while also contributing to each person's sense of safety and well-being.

A. Establishing Expectations for Classroom Conduct

All faculty members are required to prepare a syllabus for each specific class section. In addition to the course outline, the syllabus is where the instructor may define the expected classroom rules of conduct. Communicate your expectations at the beginning of each semester, as well as throughout the semester when needed. Imposing new standards and policies on students after the semester has begun is very difficult.

Examples of behaviors that can be addressed in your syllabus might include:

- Intimidation or harassing behavior
- Inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom or electronically transmitted
- Physical threats or challenges (even when stated in joking manner)
- Obscene or profane language in classroom or transmitted electronically
- Excessive talking
- Late arrival to or departure from class without permission
- Use of cell phones, pagers, or other electronic devices
- Refusal to comply with instructor's direction

B. Establishing Expectations for Online Classes Conduct and Electronic Communication

The number of students taking online and distance learning classes has increased, as has the use of electronic communication tools such as Blackboard. With this increase in use comes an avenue for disruptive, threatening or other inappropriate behaviors. Students may make comments electronically that they would not make in person-to-person

classroom contacts. Faculty members must establish expectations for students during online and distance classes, and through electronic communications, just as they would for on-campus class meetings.

SOCCCD Administrative Regulation 4000.2 (Appendix B) specifies the rules and regulations for electronic communications. It is recommended that specific language regarding expectations for electronic communication be included on the syllabus for the course.

Included below are **sample excerpts** from syllabi used in online courses:

- Keep in mind that all electronic interaction (email, chats, discussion forums, etc.) is an extension of our classroom and should be treated as such.
- NEVER log on to discussion board or other online class activities using the password or identity of another student.
- DO NOT enter a chat room, send an email, or participate in an online discussion under an alias, a false name, or as “anonymous.” This is an important rule that everyone must follow so that we may maintain a safe academic environment.
- Remember, it is a violation of the Student Code of Conduct to submit online work that was prepared totally or in part by another, or to permit someone else to take an online test for you. These violations of the Student Code of Conduct are cause for disciplinary action.

Violations of AR-4000.2 can result in revocation of the student’s access to the electronic communications network for up to six months, in addition to other disciplinary measures.

For questions related to distance learning classes, contact SC Center for Instructional Design and Distance Education (SC CIDDE) at SCDEfaculty@socccd.edu, or at 949.582.4397, or in BGS 249. Also, refer to Appendix A (Student Code of Conduct) for specific guidelines.

C. Establishing Expectations for Laboratory/Workshop Learning

Many courses are taught in a studio, workshop, or theater setting (e.g., Theatre Technical Production, Video Production). Others require that students enroll in a laboratory or workshop section in addition to the main class (Anatomy, Chemistry, Language classes). Laboratory learning is designed to enhance and provide practice in skills learned in class, and to provide hands-on study of material presented by the instructor. In many instances, the laboratory or workshop experience is taught or supervised by someone other than the instructor (e.g., a teaching assistant). It is important that academic and behavioral expectations for are outlined in the syllabus, and are consistent with in-class expectations.

Clear expectations for behavior in a laboratory setting might include, but are not limited to:

- Information on proper use and care of equipment (e.g., computers, machinery, specimens, chemicals, stage props).
- Directions for insuring the safety of the individual student, as well as the safety of other students.
- Dress code information, if applicable.
- Specific directions and restrictions for computer use (e.g., how to log in and out, time restrictions).
- Instructions regarding food and beverages.
- Restrictions on cell phone, texting, laptops, and other electronic devices.
- Limitations on computer use (e.g., no social networking, no homework for other classes, no internet browsing).
- Restrictions on bringing friends or family members to lab.
- Expectations regarding conversations and talking between students.

D. Establishing Expectations for Student Travel – Field Trips and Excursions

Academic field trips are components of regularly scheduled classes designed to provide experiences connected with specific elements of the course curriculum. Excursions are also trips connected with a course but which require at least one overnight stay.

Students participating in college-sponsored field trips and excursions are expected to conform to the same standards of behavior as published in the Student Code of Conduct (Appendix A). Any violation of the Code of Conduct or of local, state, or federal laws may result in disciplinary action or sanctions by the college.

All field trips and excursions should be clearly identified in the course syllabus at the beginning of the term. Prior to a field trip or excursion, faculty members should provide written expectations for student behavior during the activity, including transit to and from the location(s). These expectations might include, but are not limited to:

- No alcoholic beverages or chemical substances, except personal prescription medication, are permitted.
- Students' parents, spouses, partners, siblings, and/or children may not participate.
- No pets are permitted to participate (except licensed service animals).
- Details related to appropriate dress, if applicable.
- Expectations about fraternizing and personal conduct during any "free time."
- Restriction on smoking in vehicles transporting students.

Advise students of the consequences of non-compliance and take the appropriate action if you become aware that a student is in violation.



IDENTIFYING AND REFERRING A DISTRESSED STUDENT

A. The Student in Crisis

B. Identifying Distressed Students

C. Responding to Distressed Students

D. Referring Distressed Students for Counseling

Most Saddleback College students progress through their academic careers without serious emotional difficulties. However, in the contemporary climate of competition and pressure, some students find that stress becomes unmanageable and their distress interferes with their learning. In extreme cases, these students may develop crises or possibly disrupt the learning of others. Many of these students seek assistance from faculty or staff, while others remain isolated and alone with their problems.

A. The Student in Crisis

A psychological crisis is a life event that one perceives as stressful and during which normal coping mechanisms are insufficient. Most crisis situations require immediate or same day attention. Examples of crises situations include:

- Experience of a traumatic event (e.g., sexual assault, witnessing a fatal accident)
- Death of a loved one, family member or friend
- Extreme sadness, depression, panic or anxiety
- Thoughts of self-harm or suicide, or of harming someone else
- Thoughts of harming someone else
- Experience of odd, bizarre or intrusive thoughts

DO

- Take the student seriously.
- Be direct and ask questions.
- Respond with kindness and warmth.
- Acknowledge your concerns and the student's need for help.
- Use your office or classroom telephone to call one of these offices for assistance:
 - ▶ Student Health Center at 949.582.4606.
 - ▶ Crisis Intervention Team at 949.348.6214.
 - ▶ Saddleback College Campus Police at 4444.

DON'T

- Never leave a student alone who is in crisis.
- Ignore or minimize the situation.
- Never be afraid to ask the student if he/she is suicidal.
- Bombard the student with information, advice or "fix it" solutions.
- Expect customary emotional responses.

B. Identifying Distressed Students

Because of your daily interactions with students, you are in a unique position to recognize those who may be distressed. A distressed student's behavior, especially if it is inconsistent with your previous observations, might be a "cry for help." Your ability to recognize the signs of emotional distress, coupled with your courage to acknowledge such concerns directly to the student, are often noted by students as the most significant factor in their successful problem resolution.

The following behaviors have been identified as the most commonly observed signs of distress among college students. This list is not intended to be comprehensive. You may occasionally meet students who have other behaviors that concern you.

- Misses classes and assignments; infrequent class attendance with little or no work completed
- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work
- Dependency (e.g., the student who hangs around or makes excessive appointments during office hours)
- Repeated requests for special consideration (e.g., deadline extensions)
- Falling asleep in class, listlessness, lack of energy
- Marked changes in personal hygiene; disheveled appearance
- Impaired speech and/or disjointed thoughts
- Marked isolation; alienation from other students (e.g., not welcomed to join classroom group experiences)
- Expressed suicidal thoughts
- Excessive weight gain or loss
- Highly anxious, overly nervous, tense or tearful
- Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior
- Unable to make decisions despite your repeated efforts to clarify or encourage
- Behavior which regularly interferes with effective class management
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present)
- Dangerous behavior (e.g., obvious signs of cutting or burning on body)
- Under the influence of alcohol or drugs

C. Responding to Distressed Students

Openly acknowledging to students that you are aware of their distress, that you are sincerely concerned about their welfare, and that you are willing to help them explore their alternatives, can have a profound effect. You are encouraged, whenever possible, to speak directly and honestly to students when you sense that they are experiencing academic or personal distress.

Directions for responding to a distressed student:

DO	DON'T
<ul style="list-style-type: none">• Request to see the student in private.• Briefly acknowledge your observations and perceptions of the situation, expressing your concerns honestly and directly.• Listen carefully to what is troubling the student. Let the student “blow off steam,” if necessary. Often this conversation alone relieves distress.• Acknowledge that you understand the student’s problem. Clarify by asking questions to get a clear picture of the problem.• Identify the key areas of concern and confirm these with the student.• Explore alternatives for addressing the problem. Offer resources and referrals (e.g., Student Health Center counseling, Counseling & Special Programs, Financial Aid, Campus Police).• Involve yourself only as far as you want to go and are comfortable. Remember, you are not expected to be a mental health expert.	<ul style="list-style-type: none">• Ignore the situation.• Minimize the student’s feelings (e.g., “Don’t worry.” “Everything will be better tomorrow.”)• Never be afraid to ask the student if he/she is suicidal.• Take responsibility for the student’s emotional state.• Bombard the student with “fix it” solutions or advice.• Chastise the student for poor or incomplete work.• Challenge or agree with any mistaken or illogical beliefs.• Be afraid to seek consultation if you need it.

D. Referring Distressed Students for Counseling

Saddleback College has an on-site Student Health Center where students can receive free, confidential psychotherapy. Additionally, Counseling Services & Special Programs offers free, limited counseling, usually in conjunction with academic counseling. Psychological counseling is intended to be short-term and focused on acute-care intervention. Students who require long-term psychotherapy and/or whose conditions are outside the prescribed scope of the college health care system are provided with immediate crisis intervention and stabilization, and then referred to appropriate off-campus agencies for further treatment.

Student Health Center

SSC-177
Monday – Thursday, 8 AM – 7 PM
Friday, 8 AM – 3 PM
Closed Monday – Friday, 1 – 2 PM
For appointments:
Call 949.582.4606 or come to SSC-177
www.saddleback.edu/shc/

Counseling Services

SSC-167
Monday – Thursday, 8 AM – 7 PM
Friday, 8 AM – 12 Noon
For appointments:
Call 949.582.4572
or come to SSC-167
www.saddleback.edu/counseling/

IDENTIFYING AND RESPONDING TO A DISRUPTIVE STUDENT

A. Identifying Disruptive Students

B. Responding to Disruptive Students

1. Give a warning
2. Seek consultation
3. Removal from class by the instructor
4. Seek a voluntary course withdrawal

Disruptive students interfere with the instructor's ability to teach and/or other students' ability to learn. Instructors and students have the right to expect nothing less than adult behavior from everyone in the classroom. A disruptive student can display inappropriate behavior in a variety of ways and levels of intensity. While some of these behaviors are more dangerous than others, any one of them can derail a class.

A. Identifying Disruptive Students

Common examples of classroom disruption include, but are not limited to:

- Using electronic equipment for phone calls, text messaging, iPods, MP3 players, emails, pages while class is in session; cell phone, beepers, pagers going off during class
- Sleeping in class
- Talking without permission or while the instructor is talking (e.g., side conversations with other students or in a group); talking before being recognized by the instructor; interrupting discussions
- "Grandstanding" for attention (e.g., using classroom discussion to talk about irrelevant subjects; telling tales of one's personal life with no regard to relevancy to the class discussion)
- Excessive and persistent tardiness, especially on test dates; entering class late and continuing to talk to friends, walking in front of the instructor
- Creating excessive noise from packing up before class has ended
- Reading a newspaper or book; doing homework from another class; doodling
- Leaving before class is dismissed and without prior permission from instructor
- Leaving class to retrieve snack or beverage items; eating in class; gum chewing
- Dressing inappropriately so that other students or instructor are distracted (e.g., wearing pajamas, indecent exposure, offensive words on clothing)
- Passing notes to other students

B. Responding to Disruptive Students

A number of factors, such as the severity and frequency of a student's misconduct, influence the action that might be appropriate to a specific instance of disruptive behavior. Thus, the following measures do not constitute a fixed procedure that must be followed in each instance. Rather, these strategies should be pursued based on your own assessment of their suitability to the situation with which you are dealing.

1. Give a warning

A rare instance of rude, annoying, or irritating behavior could simply be a sign of a student's immaturity or lack of familiarity with campus culture. However, recurrent acts of disruptive behavior should be addressed in a direct manner. When disruptive behavior first becomes evident, consider reminding the entire class of the need to follow the applicable standard. If the disruption involves a behavior that has not been previously addressed, take the time to communicate your expectations.

Tips for responding to disruptive students:

DO	DON'T
<ul style="list-style-type: none">• Ask the student to remain after class for a conversation or to schedule a meeting.• Discuss the disruptive behavior, clarify your expectations regarding standards of behavior and academic performance.• State the consequences of failing to make necessary adjustments (e.g., removal from class by the instructor, referral to the Vice President for Student Services).• Make a written record of the meeting.• If the meeting concerned a serious incident, send an email or letter to the student summarizing the conversation (e.g., identifying the disruptive behavior, redefining the classroom expectations, and stating the consequences if the disruptive behavior continues).	<ul style="list-style-type: none">• Ignore the situation.• Avoid the situation as an alternative to setting and enforcing limits and boundaries.• Do not meet alone with any student you believe to be a threat to your personal safety.• Make allowances for the student's disruptive behavior.• Give special considerations (e.g., extensions on missed assignments).• Take any responsibility for the student's behavior.• Allow the student to derail the meeting with complaints about the class or other students.• Be cute or humorous.• Be ambiguous.• Flatter or participate in the student's "games."

2. Seek consultation

Even when there is no threat of harm, you may find it helpful to involve your department Coordinator, Chairperson, Dean, or CIT member when meeting with a student to discuss unacceptable classroom behavior. The Vice President for Student Services is also available for consultation. The added perspective of a campus official will serve to reinforce the importance of your standards and to keep the conversation focused on behaviors rather than personalities.

3. Removal from class by the instructor

On a rare occasion, a student's conduct may be so seriously disruptive or threatening that immediate action is required. **An instructor may remove a student from class for the day of the incident and the next class meeting for any of the causes set forth in the SOCCCD Student Code of Conduct (see Appendix A).** Although permanent removal from a class requires initiation of formal disciplinary proceeding, faculty can eject a student from a single class when necessary to end a seriously disruptive or threatening situation.

- Begin by firmly warning the student that the behavior must stop or he/she will be asked to leave class. If the behavior persists, direct the student to leave for the remainder of the class session. During the period of suspension, the student may not return to the class without the concurrence of the instructor.
- If a student refuses to leave class when directed, use the classroom phone to call the **Saddleback College Campus Police Department (dial 4444)** for assistance. If necessary, temporarily adjourn the class or instruct a student to call Campus Police. An Officer will be dispatched to your location and, at your request, will remove the student. Please cooperate with the Officer in making a report of the incident.

It is very important you immediately report any removal to the following individuals:

- You must immediately report the removal to the **Vice President for Student Services by calling 949.582.4566.** The Vice President will take appropriate actions, including any necessary parent conferences if the student is a minor. The Vice President will help you develop a plan of steps prior to the next class meeting and can assist with completing a judicial referral, if applicable. The plan can include a conversation between the student and the Vice President for Student Services which will focus on the conditions for the student's return to class, strategies the student can pursue to participate appropriately in class, and the consequences of further disruptive behavior.
- You must complete the *Discipline Referral Form* immediately after a student has been removed from class. This form is located at www.saddleback.edu/vpss/ and in Appendix D. Immediately report any removal to your department chairperson.

4. Seek a voluntary course withdrawal

Students cannot be involuntarily withdrawn from a course except as provided by existing SOCCCD policy (consult the Faculty Handbook) or through use of the student discipline procedures (Appendix E). In some cases, a student's withdrawal from a course provides the most expeditious way to end disruptive behavior and its corresponding conflict. Conversations with students to seek their voluntary course withdrawal should be thoughtfully considered. Withdrawals should not be pursued as a substitute for discipline when a student has committed a serious act of misconduct.

Withdrawals are most appropriate when there is a genuine personal conflict that cannot be readily resolved, and when any necessary administrative approvals have been secured in advance. Students will often respond negatively when they believe they have been given an ultimatum to withdraw from a class. If necessary, enlist the assistance of your department chairperson, academic dean, or the Vice President for Student Services to facilitate the student's withdrawal.



IDENTIFYING AND RESPONDING TO A THREATENING OR POTENTIALLY VIOLENT STUDENT

A. Identifying a Threatening or Potentially Violent Student

B. Instructions for Emergency Situations

C. Situations Requiring Consultation

D. Meeting with a Threatening or Potentially Violent Student

While faculty and staff are not expected to formally assess the potential danger of students, it is important to be aware of factors that might indicate an elevated risk of threat or violence.

A. Identifying Threatening or Potentially Violent Students

The following behaviors have been identified as threatening or potentially violent:

- Carrying, displaying or brandishing a weapon
- Implying or making a direct threat of suicide or harm to others
- Cursing or extremely loud talking directed at a particular person
- Intimidating through body gestures and/or posture; persistent staring at an instructor or student
- Confrontational, angry, restless or agitated behavior
- Sending threatening emails, letters, or other correspondence to instructor, students or staff
- Engaging in abusive or mean-spirited criticism of the instructor or another student; telling the instructor or another student to “shut up”
- Questioning the instructor’s authority, judgment or expertise in front of the class
- Violating others’ personal space
- Continuing to insist on speaking with the instructor during classroom instruction
- Bizarre behavior (e.g., talking to someone that is not present)

B. Instructions for Emergency Situations

If you need **immediate assistance** in response to a threat to your safety or the safety of others, contact **Saddleback College Campus Police** by dialing:

4444 from any campus telephone

OR

949.582.4444 if you are using a cell phone

OR

911 if you are off campus

Saddleback College maintains a Campus Police Department with fully sworn police officers available 24 hours a day throughout the year. A campus police officer can be immediately dispatched to your campus location in the event of an emergency.

After the emergency has been resolved by the Campus Police, make the following reports:

- Immediately report the situation to the **Vice President for Student Services at 949.582.4566**, and to your **Department chairperson**.
- Complete the *Discipline Referral Form*. This form is located at www.saddleback.edu/vpss/ and in Appendix D. The Vice President for Student Services or your Department chairperson can assist you in completing this form.

C. Situations Requiring Consultation

If you are **uncertain, concerned or need consultation** about a student who is disruptive, threatening, or inappropriate in any educational setting, or who shows signs of emotional distress or mental illness, contact:

**Vice President for Student Services
949.582.4566**

The Vice President for Student Services will assess the situation, make appropriate referrals, and take necessary steps to insure the safety and well-being of everyone on campus.

The Vice President for Student Services also answers questions about whether a student's disruptive behavior is to be addressed under the Student Code of Conduct, and whether the behavior is subject to disciplinary action.

After hours (Monday-Friday after 5:00 PM, Friday after 12 Noon), contact the Saddleback College Campus Police at 949.582.4585. A dispatcher will have an on-call staff person contact you.



D. Meeting with a Threatening or Potentially Violent Student

DO

- Arrange a specific appointment to meet with the student.
- Alert a colleague or your Department chairperson about the meeting. Have a colleague ready to assist, if necessary.
- Have a Saddleback College Campus Police Officer on "standby" outside your office or with you in your office, as circumstances dictate.
- Establish a code word to be used within your department that would serve as a signal to others to dial **4444 (Campus Police Department emergency line)** for immediate, emergency assistance.
- Keep the door of your office open.
- Position yourself so that you can exit the room quickly, if necessary. For example, keep yourself between the student and the door.
- Terminate the session immediately if your "sixth sense" tells you something is wrong.
- Avoid body language that appears challenging (e.g., placing your hands on your hips, moving into the student's territory, using aggressive facial expressions).
- Slow down your rate of speech and use a low pitch and volume to reduce the momentum of the situation.
- Ask to include your department chairperson to help satisfy the agitated student's need to be heard.
- As early in the meeting as possible, elicit the student's goal for the meeting and state your goal. Negotiation of a common goal may be a useful approach to keeping the student focused.
- Listen carefully by really paying attention to what is said. Let the student know you will help within your ability to do so and within reason.
- Ask questions to help regain control of the conversation and to understand the situation.
- Terminate the meeting if the student becomes increasingly agitated or belligerent. If the student does not leave when asked to do so, excuse yourself from the meeting and dial **4444 (Campus Police Department)** for assistance.
- If a weapon becomes evident, leave immediately and notify the **Saddleback College Campus Police Department at 4444**.

DON'T

- **NEVER** meet alone with an angry or hostile student.
- Never ignore the situation.
- Never try to manage the situation alone.
- Never physically touch an outraged student or try to force him/her to leave.
- Neither agree nor attempt to argue with any distorted statements. Avoid defensiveness.
- Never get into a shouting match or argument.
- Never become punitive.
- Do not press the student for explanations about his/her behavior.
- Never ignore signs of alcohol and/or drug intoxication.
- Never agree to go to an unmonitored location with a potentially violent or threatening person.

STUDENT DISCIPLINE PROCEDURES

A. Filing a Discipline Referral Form

B. Initiation of the Disciplinary Process

C. Range of Disciplinary Actions

1. Verbal reprimand
2. Written reprimand
3. Disciplinary probation
4. Suspension
5. Expulsion

A full text of the SOCCCD Administrative Regulations: Disciplinary Procedures (AR-5401) is available on the District's website. An abbreviated form of these regulations is contained in Appendix E.

A. Filing a Discipline Referral Form

Any faculty or staff member can file a complaint alleging a violation of the Student Code of Conduct (Appendix A). The *Discipline Referral Form* is available online at www.saddleback.edu/vpss/ and in Appendix D. A complaint is officially recognized once it has been put into writing, signed and dated by the complainant, and received by the following individuals:

- Your Dean/Director
- The Vice President for Student Services
- The Saddleback College Campus Police Department

Please review the complaint with your department Chairperson before submitting it to the individuals listed above. While the department Chairperson's agreement or disagreement with the complaint is not required, experience indicates that such consultation assists in promoting institutional coordination and support.

If the conduct occurred in the classroom, the instructor may remove the student from his/her class for that day and the next class meeting if the student interfered with the instructional process. During the period of removal, the student shall not return to the class from which he/she was removed without the concurrence of the instructor.

B. Initiation of the Disciplinary Process

The Vice President for Student Services initiates formal disciplinary action against a student. Upon review of the *Discipline Referral Form*, a determination is made as to whether or not there is sufficient information to suggest a Code of Conduct violation. If there is evidence of a violation, the following procedures will be followed:

1. The student is contacted by the office of the Vice President for Student Services and a meeting between all appropriate individuals is scheduled. If the student is a dependent minor, a parent or guardian will be requested to attend the conference, as well.
2. The student is provided with an opportunity to respond to the allegations. If the student elects not to attend this meeting, the student waives his or her right to further appeal.
3. The Vice President for Student Services reviews all of the documentation and determines if further disciplinary action is required. If further action is taken, it is immediately in effect.
4. The student may elect to drop the course. Dropping the course will not necessarily terminate the disciplinary process.

C. Range of Disciplinary Actions

The following disciplinary actions are available:

1. **Verbal reprimand:** A warning that the conduct is not acceptable.
2. **Written reprimand:** Becomes part of the student file for a minimum of five years or longer, and is considered in the event of future violations.
3. **Disciplinary probation:** A specific period, during which the student may be restricted from certain campus activities, may be ineligible for membership on an athletic team, may be limited in courses and/or instructors, and/or may be terminated from financial aid.
4. **Suspension:** The student may be removed from one or more classes for the remainder of the school term, and/or may be removed from all classes and activities of the SOCCCD for one or more terms. During this time, a hearing is conducted by the Disciplinary Hearing Panel.
5. **Expulsion:** The Board of Trustees may expel a student when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion is accompanied by a hearing that is conducted by the Disciplinary Hearing Panel.

The student may appeal a formal disciplinary decision. The appeal must be submitted in writing to the Vice President for Student Services, within ten days of the decision/recommendation. The Vice President for Student Services reviews the appeal and makes a decision available to the student within ten days of receipt of appeal.



SPECIAL ISSUES

A. Disruptions Caused by Students with Disabilities

B. Student Complaints about Other Students

C. Students Who Are Minors

D. Student Records Access

A. Disruptions Caused by Students with Disabilities

All students, including those who have a disability, are expected to adhere to the Student Conduct Code. If you believe a student is genuinely experiencing difficulty with inappropriate behavior because of a disabling condition, you may contact **Disabled Students Programs & Services (DSPS) at 949.582.4885**. If your concern involves an immediate threat of health or safety, contact the **Saddleback College Campus Police Department at 4444**.

Normally, a disabling condition does not constitute an acceptable excuse for violating the Student Conduct Code. Your decision to initiate a complaint against a student should be based on the student's behavior and not his/her disability.

B. Student Complaints about Other Students

When students report classroom or electronic misconduct that you did not witness, you should provide guidance and support in determining referral options. You can contact the Vice President for Student Services or your department Chairperson and determine whether to file a complaint with the Saddleback College Campus Police Department or with the Vice President for Student Services, as appropriate.

Students may independently initiate a complaint against another student for violation of the Student Conduct Code. Students do not have to discuss or review their complaint with anyone, although such discussions are advisable. The most effective way to assist students in initiating a complaint is to provide them with support and referral services.

C. Students Who Are Minors

Saddleback College enrolls a large number of dependent minor students through the Special Admission Program for K-12 Students. It is very important to understand that when a minor becomes a student at any college, all rights afforded to parents under the *Family Educational Rights and Privacy Act* (FERPA) transfer to the student. In essence, parents or guardians do not have the right to inspect a student's records or gain access to information related to their attendance at Saddleback College.

At Saddleback College, any student may access their college records online via MySite. In that way, students have the ability to share enrollment or grade information with their parents/guardians.

It is the policy of Saddleback College that all students act on their own behalf. Persons other than the student, including parents and guardians, are not permitted to enroll, add/drop classes, request transcripts, submit forms or records on behalf of the student.

Minor students and their parents/guardians must also understand that they are entering a college environment that is designed with adults in mind. Therefore, the atmosphere of the campus in general, and of the classrooms in particular, will frequently reflect an adult population. Minor students and their parents should be aware that:

- Courses may have frank discussions about sensitive topics.
- Audio-visual presentations may be graphic in their content.
- Students may be exposed to vulgar language outside of the classroom.
- Instructors cannot sit with underage students while they wait for their ride.

Faculty members occasionally have questions about whether or not specific course material is appropriate for minors. Instructors who have questions about minor students in their classes can contact the **Admissions and Records Office at 949.582.4555**.

D. Student Records Access

FERPA and Saddleback College policy protect students against third-party access to information contained in their records. Except as permitted by law, students must provide written authorization for release of information in their student record to a third party, including matters of student discipline. Additionally, the content of student records cannot be released to any Saddleback College faculty or staff member who does not have a legitimate need to know the information as a result of his/her official duties.

With few exceptions, students have the right to access most of their own records (including email correspondence) in which they are identified by name or by other distinguishing characteristics such as student identification number or social security number. Therefore, it is important that you draft all written correspondence as though the student will eventually gain access to it. (Note: Such access does not extend to your personal notes that are only available for your personal use.)

FERPA generally does not prevent the college from releasing student information when necessary in responding to serious health and safety concerns, and to protect the health and safety of other individuals. Therefore, FERPA does not prohibit an instructor, administrator, or other school official from letting a parent, police officer, or other school official know of his/her concern about a student that is based on personal knowledge or observation.

General questions concerning FERPA and student record release practices should be directed to the **Admissions and Records Office at 949.582.4555 or in SSC 102**. Questions concerning student discipline record release practices should be directed to the **Vice President for Student Services at 949.582.4566**.



APPENDIX A:

RULES AND REGULATIONS FOR STUDENT BEHAVIOR (AR-5401)

Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the SOCCCD Student Code of Conduct set by the district Board of Trustees (AR-5401). Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

Code of Conduct

In compliance with California Education Code Section 66300 and in keeping with the above, the following regulations have been established. Students may be disciplined for one or more of the following causes related to college activity or attendance:

- A.** Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or abuse of, district or college personnel.
- B.** Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.
- C.** Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.
- D.** The unlawful use, sale, or possession on district property of or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
- E.** Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
- F.** Disorderly, lewd, indecent, or obscene conduct on district property or at district sponsored functions.
- G.** Sexual assault (as defined in Board Policy 5404) on any student or employee of the District, on campus or off campus grounds or facilities maintained by the District.
- H.** The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college campus chief administrative officer.
- I.** The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
- J.** Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.
- K.** Misrepresentation of oneself or of an organization as an agent of the District or college.
- L.** Soliciting or assisting another to do any act which would subject a student to discipline.
- M.** Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

- N.** Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
- O.** Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
- P.** Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.
 - a.** Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
 - 1.** Forging signatures on official documents such as admissions cards and financial aid applications.
 - 2.** Changing or attempting to change official academic records without proper sanction.
 - 3.** Misrepresenting or falsifying successful completion prerequisites.
 - 4.** Providing false information, such as immigration materials, during the admission or matriculation process.
 - 5.** Falsifying one's identification or falsely using identification.
 - 6.** Logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
 - 7.** Citation of data or information not actually in the source indicated.
 - 8.** Including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
 - 9.** Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 - 10.** Submitting as the student's own work any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
 - 11.** Taking a test for someone else or permitting someone else to take a test for a student.
 - b.** Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
 - 1.** Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 - 2.** Taking sole credit for ideas and/or written work that resulted from collaboration with others.
 - 3.** Paraphrasing or quoting material without citing the source.
 - 4.** Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
 - 5.** Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
 - 6.** Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
 - 7.** Modifying another's work and representing it as one's own work.

- c. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
1. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
 2. Completing, in part or in total, any examination or assignment for another person.
 3. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or online assignments which have been completed by someone other than the student).
 4. Copying from another student's test, paper, lab report or other academic assignment.
 5. Copying another student's test answers.
 6. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
 7. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
 8. Storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
 9. Employing aids excluded by the instructor in undertaking course work.
 10. Looking at another student's exam during a test.
 11. Using texts or other reference materials (including dictionaries) when not authorized to do so.
 12. Knowingly gaining access to unauthorized data.
 13. Altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.
- Q. Contravention of Copyright Laws.
- R. Violation of District Board Policies and Administrative Regulations.

Victims of Sexual Assault

Any student, faculty, or staff member who is a victim of a sexual assault at or on the grounds of the South Orange County Community College District, or upon grounds or facilities maintained by the District, or upon grounds or facilities maintained by affiliated student organizations, shall receive treatment and information set forth in Administrative Regulation 5404 (California Ed. Code, Section 67385).

For a copy of Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol see the Vice President for Student Services in Room AGB 126, or the Director of Student Health Services in Room SSC 177, or go online for more information: www.saddleback.edu/shc/Sexual_Assault.html

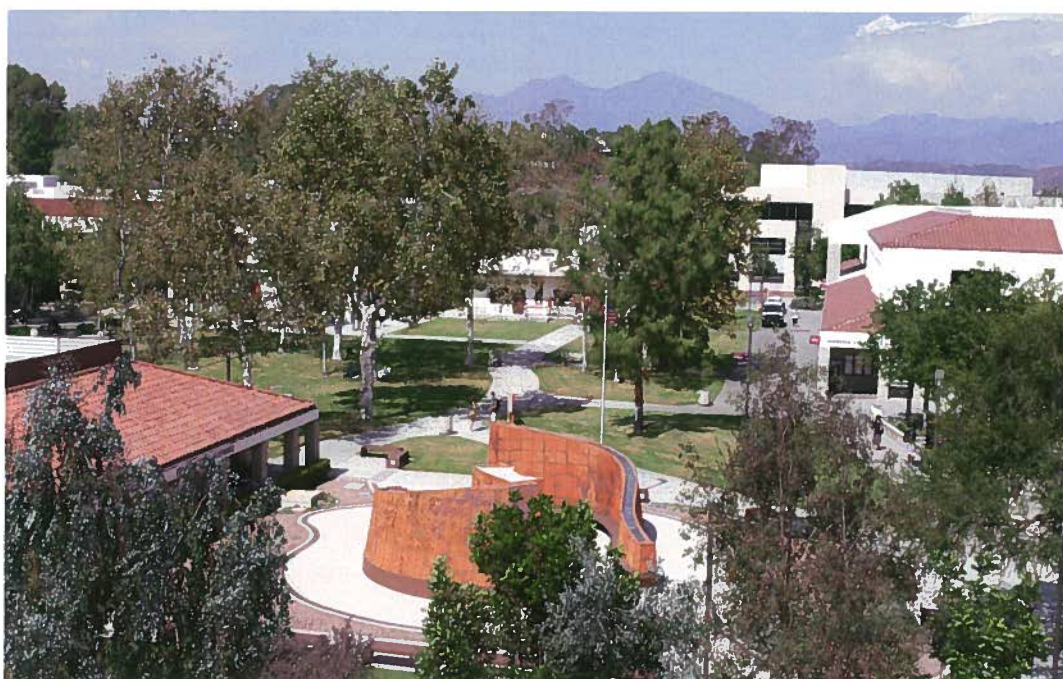
Alcohol and Drug Enforcement Policies and Education

The South Orange County Community College District and California State law prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students on college property or as part of any college activity. [California Ed. Code, Section 76033 (a) and South Orange County Community College District Board Policy and Administrative Regulation 5401 – Code of Conduct] The Federal Controlled Substance Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Non-Smoking Rules and Regulations

The intent of this administrative regulation is to provide a healthy environment and to ensure the availability of information and programs related to the effects of smoking on the health and well-being of the students and staff of the South Orange County Community College District.

1. Smoking is prohibited inside all South Orange County Community College District buildings.
2. Vehicles transporting students for instructional/extracurricular activities are considered non-smoking areas.
3. Smoking is permitted in outside areas that are 25 feet away from any college building.
4. As new medical research and information becomes available, it will be reviewed by the Student Health Center and the employee-wellness program and distributed as appropriate.
5. The Student Health Center will serve as a referral agency and provide guidance for students and staff as requested.
6. Smoking-cessation programs will be presented under the auspices of the Student Health Center and the employee wellness program.
7. A district committee composed of representatives from the colleges and district services will review the regulations periodically.



APPENDIX B:

GUIDELINES FOR ELECTRONIC COMMUNICATIONS (AR-4000.2)

The following information on District policy for Electronic Communications is an abbreviated version of AR-4000.2. The full text of AR-4000.2 can be accessed online at the District website.

This administrative regulation is intended to inform all users (employees, students and guests) of SOCCCD of the rules regarding use of the District's digital information network. The digital information network consists of District-owned equipment such as computers, computer networks, electronic mail and voice mail systems, Internet services, audio and video conferencing, and related electronic peripherals like cellular telephones, modems and facsimile machines.

The digital information network is owned by the District and is to be used for District-related activities only. If District employees, students or guests interface personally-owned equipment with the District network, they will be required to adhere to District policies and regulations.

A. Permitted Uses of the District Digital Information Network

Use of the digital information network is intended to enhance the availability of educational materials and opportunities for employees, students and guests. Therefore, students and faculty may only use the network for educational and work-related purposes.

1. Students are permitted access through open workstations provided by the District at multiple locations, including on campus and in classroom/laboratory environments.
2. Connection of privately owned computer equipment to campus wireless network is permitted.
3. Connection of privately owned computer equipment to the network by physical (cable) or wireless means is permitted when authorized by an administrator of one of the technology organizations at the college or the District to ensure compatibility of equipment. Such authorizations will be in written form issued by a systems administrator indicating the person(s) is/are authorized to use personal equipment, and other relevant network information assigned to the equipment in order to enable use on the network.

B. User Responsibilities

Users shall not access information contained in restricted data bases, files, and information banks, without permission from authorized District staff.

Personal passwords/account codes will be created and issued to users to protect employees and students. Users agree to represent themselves according to their true and accurate identities in all electronic messages, files, and transactions. These passwords/account codes shall not be shared with others, nor shall employees or students use another party's password/account code except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords and account codes protects employees and students from wrongful accusation of misuse of electronic resources. If a communication is authored out of a password-protected system, the presumption will be that the owner of the password authored it.

Users have no right to privacy in any material on the network and /or email system. The District reserves the right to monitor network and email use for any business reason, including for the purpose of determining whether a violation of Board policy, administrative regulation, or law has occurred, and reserves the right to remove any materials or information found to be in violation of Board policy, administrative regulation, or law. In addition, the District must perform necessary maintenance of the digital information network which may also require access to information in user files, or files in the system which contains personal data.

C. Prohibited Uses

Use of the digital information network is a privilege and not a right of any employee, or student member, and that privilege may be modified or revoked at any time by the District for violation of District policy or administrative regulations, or any violation of law.

Prohibited uses which will result in revocation of user privileges and may result in additional action taken by the District as necessary and appropriate include, but are not limited to, the following:

1. Communicating any information concerning any password, user account, personal identification number or confidential information protected by law without the permission of its owner or the controlling authority of the computer facility to which it belongs.
2. Forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.
3. Using District communication systems to solicit or conduct non-work-related business.
4. Fundraising of any kind, except fundraising by faculty or staff that is work-related.
5. Retrieving, viewing, or disseminating any material in violation of any federal or state regulation or District policy. This can include, but is not limited to, improper use of copyrighted material and improper use of passwords or access codes.
6. Damage, theft, or alteration of system hardware or software.
7. Disconnecting or otherwise tampering with District owned computers or network equipment and connections.
8. Connecting privately owned computers or other network capable devices to the network without appropriate authorization as specified from the system administrator.
9. Using any device to monitor, discover, or otherwise ascertain (i.e., "sniffing" or "hacking") information regarding network operations not intended for public knowledge or consumption.
10. Placement of unlawful information, computer viruses, or harmful programs on or through the computer system.
11. Entry into restricted information on systems or network files in violation of password/account code restrictions.
12. Interfering with the rights of others to use the District's systems.
13. Displaying images or audio that is obscene, sexually harassing or otherwise violates the District's rules prohibiting harassment.
14. Violating any laws, including but not limited to copyright laws or laws regarding obscenity, or participating in the commission or furtherance of any crime or unlawful activity.
15. Unsolicited email, social networking, streaming audio, streaming video, or multi-player games impose a substantial burden on the system, and are not allowed, with the exception of those services that serve educational or work-related purposes.
16. Use of the network in furtherance of any violation of the Student Code of Conduct.
17. Employees or students may not use copyrighted materials without the permission of the copyright holder. The connections represented by the Internet allow users to access a wide variety of media. Even though it is possible to download most of these materials, users shall not create or maintain archived copies of these materials unless the materials are in the public domain (e.g., freeware, shareware, etc.).

D. Enforcing This Regulation

Due to the open and decentralized design of the Internet and the digital information network, the District cannot protect individuals against receipt of material that may be offensive to them. Likewise, individuals who use email, or those who disclose private information about themselves on the Internet or across the digital information network, should know that the district cannot protect them from invasions of privacy by third parties or other users.

The Vice President for Student Services will determine violations by students.

1. Individuals may report a suspected violation of the regulation or board policy by a student to the supervisor of the library/laboratory. In turn, the library/laboratory supervisor will contact the Vice President for Student Services. The Vice President shall determine whether a violation has occurred. If the Vice President determines that a violation has occurred, action may be taken to suspend or revoke the student's privileges.
2. Thereafter, the Vice President for Student Services may also submit the matter to the appropriate District department for a determination of whether additional action should be taken. Possible sanctions include the deletion of materials found to be in violation of this regulation or of a board policy, loss of user privileges, student discipline, and other sanctions available within the judicial processes.
3. Repeated violation of this policy by a student will result in revocation of the student's access to the electronic communications network for a period not exceeding six months, in addition to any other discipline.
4. The administration may immediately revoke a student's access to the electronic communications network in compelling circumstances, including to prevent the commission of illegal acts, to prevent harm to person or property, to prevent loss of significant evidence, or if the student continues willfully to refuse to abide by the District's policy.



APPENDIX C:

GUIDELINES FOR BEHAVIOR INTERVENTION AND RESOURCES FOR CONSULTATION & REFERRAL OF STUDENTS

Hostility, verbal aggression, depression, isolation and withdrawal are key signals that should not be ignored. Disregarding early warning signs facilitates escalation. It is better to offend a student by “overreacting” and apologize than to fail to act in the interest of everyone’s safety. Below are three categories of behavior and actions which need attention and a response.

<p>MILD RISK – WARNING SIGNALS (opportunities for preventive strategies)</p> <ul style="list-style-type: none"> • Pronounced and sudden change in attendance patterns: Tardiness and increased absences • Change in behavior: Withdrawn, irritable, confrontational, depressed, angry • Negative change in attitude: Significant change in the way student interacts with staff and/or students • Minor disruptive behavior 	<p>WHAT I SHOULD DO?</p> <ul style="list-style-type: none"> • Make time to meet with student one on one. • Invite student to discuss problems that may be interfering with their academic goals after class or during office hours. • In a non-threatening and non-punitive fashion comment on your observations and express your concern. • Inquire as to what circumstances may be causing changes in behavior (document and provide to Crisis Intervention Team via referral form). • Refer to appropriate student services; discuss with Dept. Chair or Dean.
<p>MODERATE RISK</p> <ul style="list-style-type: none"> • Negative/hostile attention seeking behavior: Behavior interferes with educational goals; cheating • Threats to harm self or others, directly or indirectly: Jokes, sarcasm, hints, symbolic gestures, drawings, writing assignments • Withdrawn behavior of increasing concern: Vacant stare, crying or deep sadness • Openly confrontational with faculty, staff and/or students: Agitation or intimidating behavior, No participation in class discussions and activities with passive/aggressive behaviors and acting out. 	<p>WHAT I SHOULD DO?</p> <ul style="list-style-type: none"> • If you feel safe, meet with the student one-on-one. • Brainstorm with Dept. Chair or Dean — consider asking them to join you with student. • Express your interest in the student’s well-being. • In an OBJECTIVE, FIRM AND NON-PUNITIVE fashion, describe the problem behavior. • Set clear guidelines regarding appropriate behavior. • Obtain an escort for the student to the Health Center or Counseling office if student agrees to counseling. • Complete Discipline Referral Form – send to Student Services. • Or contact a CIT member by phone: Counseling 949.348.6214 or Health Center 949.582.4606.
<p>EXTREME RISK (RED FLAG)</p> <ul style="list-style-type: none"> • Continued demonstrations of odd or disruptive behaviors that you have previously discussed with student • Aggressive and threatening behavior or gestures • Escalating plausible threats with either raised voice or detached behavior • Visible agitation, physical tension • Threat to harm self or others 	<p>WHAT I SHOULD DO?</p> <ul style="list-style-type: none"> • Call Campus Police 949.582.4444. • Remain calm, do not engage in argument. • Keep distance between you and student. • Allow student a way to exit; do not allow yourself to be trapped. • Reduce noise, talking, questions and/or stimulation. • Ask the student to leave. • If the student refuses to leave, remove yourself and others from the situation. • Campus police will notify Administration.

Saddleback College Resources for Consultation and Referral of Students

CAMPUS RESOURCES	V.P. Student Services	Campus Police	CIT	Counseling Center	Health Center	Disabled Student Services	Dept. Chair/Dean
Phone Numbers <i>(all are in Area Code 949)</i>	582.4566	582.4444	348.6214	348.6214	582.4606	582.4885	
Working with a student who exhibits the following behaviors:							
Possesses an immediate danger to self or others	•	•					
Writes or verbalizes a direct threat to another person	•	•					
Display anger or hostility inappropriately			•				
Sleeping in class				•	•		•
Continuously uses cell phone and causing disruptions		•					
Exhibits behavior that seems bizarre or out of touch with reality	•		•		•	•	•
Shows signs of alcohol or drug abuse	•	•					
Seems overly emotional, e.g. aggressive, depressed, demanding or suspicious			•	•	•	•	
Continuously disrupts class and refuses to stop		•					•
Is the subject of complaints by other students regarding behaviors	•						•
Comes to class, lab, or an office drunk or high	•	•					•
Other Concerns:							
Talks about homicide or suicide	•	•	•		•		
Is a victim of violence, stalking, intimidation or domestic abuse	•	•		•	•		
Is having difficulty due to illness or death of a friend or family member			•	•	•		
May have a disability						•	
Reports sexual harassment or civil rights discrimination	•	•	•		•		
Violates principles of community or commits a biased based behavior	•						•
Is a victim of a biased-based behavior	•	•		•	•		

Campus Police is available 24/7
 Campus Police Emergency – Ext. 4444
 In case of Emergency, call 911 OR from campus phones 9-911



APPENDIX D: DISCIPLINE REFERRAL FORM

Saddleback College
Office of the Vice President for Student Services
(949)582-4566

REFERRAL FOR STUDENT CONDUCT CODE VIOLATION

Date: _____

Student's Name: _____ Student ID# _____
Last First

Professor/Staff Name: _____ Course _____

**The above mentioned student has violated one or more of the S.O.C.C.D. standards of Student Conduct as checked below:
Check all that apply. (For complete text of student conduct code see Administrative Regulation 5401.)**

- Disruptive behavior, willful disobedience, profanity, open defiance of the authority.
- Assault, battery, or any threat of force or violence upon a student or college personnel.
- Willful misconduct resulting in damage, defacing, theft, or injury to any real or personal property.
- The unlawful sale, or possession of any controlled substance or illegal drugs.
- Smoking in any area where smoking has been prohibited.
- Forgery, alteration, or misuse of college documents, records or identification.
- Disorderly, lewd, indecent, or obscene conduct.
- Sexual assault (as defined in Board Policy 5404) on any student or employee of the District.
- The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons.
- The obstruction or disruption, of any educational or administrative process.
- Physical abuse of the person or property of any member of the campus community.
- Misrepresentation of oneself, or of an organization, as an agent of the District or college.
- Soliciting or assisting another to do any act which would subject a student to discipline.
- Use, possession, or distribution of alcoholic beverages and/ or illegal narcotics/drugs on district premises .
- Unauthorized recording, dissemination and publication of academic presentations or materials.
- Actions or threat of force because of race, religion, gender, disability or sexual orientation.
- Academic dishonesty, falsification, plagiarism, cheating or fabrication.

REFERRAL FOR STUDENT CONDUCT CODE VIOLATION

Please document the incident below. Forward completed form to the Vice President for Student Services immediately.

Date of Incident: ___/___/___ **Location of Incident:** _____

The violation(s) occurred as specifically described in detail below (attach additional pages and/or supporting documents, if necessary):

Efforts made to correct behavior and/or action taken by professor/staff:

Referred to Vice President for Student Services on: ___/___/___

Action Requested:

- FORMAL DISCIPLINARY REFERRAL
 INFORMAL (DOCUMENTATION FOR FILES)

I would like notice of Discipline Process Completion. Yes No (check one)

Submit this form by email, fax or inter-office mail and copy your Dean/Director.

Email to: bsendaba@saddleback.edu & javalos@saddleback.edu

FAX to: 949-365-0853

Inter-office Mail to: Dr. Avalos, Vice President for Student Services

Updated: 3/2012

APPENDIX E:

DISCIPLINARY PROCEDURES

The following information on District Disciplinary Procedures is an abbreviated version of AR-5401. The full text of AR-5401 can be accessed online at the District website (see section IV - Disciplinary Procedures, Page 6 of 14).

A. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by district or college employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

1. If the conduct occurred in the classroom, the instructor may remove the student from his or her class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the Vice President for Student Services immediately. If the student is a threat to himself or herself or to others, the instructor must contact the Campus Police immediately. If the student removed is a dependent minor, the instructor shall request that the student's parent or guardian attend a parent conference regarding the removal. During the period of the removal, the student shall not return to class from which he or she was removed without the concurrence of the instructor. Upon removal of a student, the instructor shall give the student verbal and/or written notice of the reasons for the removal.
 - a. The instructor shall submit a Discipline Referral Form to the Vice President for Student Services.
 - b. If the incident involves a matter of academic dishonesty, the instructor shall give notice to the student within ten days of the discovery of the alleged impropriety.
 - c. An informal meeting between the student, instructor, and/or Vice President for Student Services shall be conducted as soon as possible. At this meeting, evidence of the alleged violation(s) shall be presented to the student. The student shall be advised of the potential consequences.
 - d. If the student elects not to attend this meeting, the student waives his or right to further appeal. The instructor may then take appropriate action pursuant to these regulations. A written report should be filed with the school or division dean, and a copy of the report sent to the student.
 - e. The student may elect to drop the course, in accordance with existing policies, but this action will not necessarily terminate the process outlines above.
2. If the conduct did not occur in the classroom, the college employee discovering the conduct shall report the incident to the Vice President for Student Services. The college employee shall submit a Discipline Referral Form to the Vice President for Student Services.
3. When report of alleged misconduct is sent to the Vice President for Student Services, he or she will evaluate the information to determine if it alleges a violation of the District's student conduct policy and/or regulations. If the report supports such allegations, the Vice President for Student Services shall notify the student charged with the violation. This notice shall include a written explanation of the incident and charges that have been made. A meeting will be requested with the student to provide the student an opportunity to respond to the allegations.

The Vice President for Student Services will review all documentation related to the case to make a determination if further disciplinary action is required. If further action is taken, it is immediately in effect, whether or not the violation is also a violation of law, and whether or not the case is pending in courts for the same act. The decision is final unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the panel by the Vice President for Student Services where the decision is appealed to the panel, the procedures in "Disciplinary Hearing Panel for Suspension or Expulsion" will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

B. Range of Disciplinary Actions

1. **Verbal reprimand:** A warning that the conduct is not acceptable.
2. **Written reprimand:** Becomes part of the student file for a minimum of five years or longer at the discretion of the Vice President for Student Services, and is considered in the event of future violations.
3. **Disciplinary probation:** A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
 - a. Ineligibility for all student government roles;
 - b. Removal from any student government position;
 - c. Revocation of the privilege of participating in college and/or student-sponsored activities;
 - d. Ineligibility for membership on an athletic team;
 - e. Limitation of courses and/or instructors the student may take;
 - f. Termination of State and/or local financial aid.
4. **Suspension:** The Board of Trustees or the Vice President for Student Services may suspend a student for violation(s) of the Student Code of Conduct. Suspension will be accompanied by a hearing conducted by the Disciplinary Hearing Panel. Suspension may involve:
 - a. Removal from one or more classes for the remainder of the school term.
 - b. Removal from all classes and activities of the District and its colleges for one or more terms. During this time, the student may not be enrolled in any class or program within the District.
5. **Expulsion:** The Board of Trustees may expel a student for violation(s) of the Student Code of Conduct when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion shall be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

C. Disciplinary Hearing Panel for Suspension or Expulsion

If the Vice President for Student Services refers the case for a hearing with the Disciplinary Hearing Panel, or if the student appeals the Vice President's decision to the Disciplinary Hearing Panel, the following process shall be followed:

1. Notice Letter

The Vice President for Student Services shall mail a written notice of the hearing to the student (and to the parent or guardian if the student is a dependent minor). This notice shall include:

- a. A statement of the charges. The statement shall describe the specific facts alleged as a basis for violation of these regulations.
- b. The time and place of the hearing.
- c. Notification of the student's right to be accompanied and represented by an advocate. If the advocate is an attorney, the student must inform the Vice President for Student Services in writing of the name and address of the attorney at least five days before the time set for the commencement of the hearing. Failure to do so shall constitute good cause of a continuance of the hearing.
- d. Notification that the hearing body may consider the student's previous disciplinary and academic record.

The notice letter may be amended at any time. If an amendment requires that the student prepare a substantially different defense, the Vice President for Student Services may postpone the hearing for a reasonable time, not to exceed ten days.

2. Composition of Disciplinary Hearing Panel

If the student is represented by an attorney, the District will also be represented by an attorney.

- a. The charged student may request that one of the members of the Disciplinary Hearing Panel be a student of the District. This request must be made in writing to the Vice President for Student Services at least five days in advance of the hearing. The Disciplinary Hearing Panel shall consist of a student (if requested), a faculty member of the college, and a district administrator. If a student is requested to serve on the panel, the request shall include permission for the records to be disclosed to the student member of the panel. Where the charged student does not request a student member on the hearing panel, the Disciplinary Hearing Panel shall consist of two college faculty members, one district administrator and a campus police officer, if requested by the Vice President for Student Services.
- b. The Vice President for Student Services shall, after conferring with the associated student body, academic senate, and administrative cabinet, compile lists of persons who may be appointed when it is necessary to convene a Disciplinary Hearing Panel. The Vice President shall appoint members to the Disciplinary Hearing Panel from the approved list of names.
- c. The hearing shall be convened within ten days of the date that written notice of the proposed disciplinary action is mailed to the student, unless the Vice President for Student Services grants a written request for a continuance by the student upon a showing of good cause.

3. Hearing Preparation

- a. The Vice President for Student Services shall be responsible for making the necessary arrangements for the hearing, including scheduling a room, providing for an official record of the hearing, and notifying the student and members of the Disciplinary Hearing Panel.
- b. Prior to the hearing, the Disciplinary Hearing Panel shall be given copies of these procedures. The Vice President for Student Services shall select a chairperson. The chairperson shall preside over the hearing and make any necessary procedural rulings.

4. The Hearing

- a. **Confidentiality:** The hearing shall be closed and be kept confidential by all parties.
- b. **Security:** Appropriate security measures will be taken at the hearing by the Campus Police Department.
- c. **Witnesses/Record of Hearing:** Witnesses shall be excluded except when testifying. The District or college employee who was involved in or a witness to the incident shall be invited to attend and participate in the hearing, and may be present for the entire proceedings. The administration's representative and the student shall be entitled to call and question witnesses. Panel members may ask questions at any time when recognized by the chairperson. With the concurrence of the panel, witnesses may be recalled and questioned by hearing participants. A record of the hearing shall be kept for ten years.
- d. **Opening:** The chairperson shall call the hearing to order, introduce the participants, and announce the purpose of the hearing. An orderly hearing shall be maintained and disruptive participants shall be ejected or excluded.
- e. **Charges:** The chairperson shall distribute copies of the charges to the members of the committee, read the charges aloud, and ask the student whether the charges have been received. If the response is affirmative, the hearing shall proceed. If the response is negative, the administration may present evidence that the charges were duly served. The chairperson shall decide to proceed with the hearing. In cases where a hearing does not proceed, a hearing shall be rescheduled within ten days.
- f. **Burdens of Proof and Production of Evidence:** The administration bears the burden of proving that each charge is true based on a preponderance of the evidence. The administration has the initial burden of producing evidence to prove each charge. The student may present evidence to refute the administration's

charges. In the case of expulsion, any recommendation of the hearing panel must include a finding that other means of correction have failed to bring about proper conduct, or that the presence of the student causes a continuing danger to the physical safety of the student or others, and/or district or college property.

- g. Arguments:** Both the administration and student shall be afforded an opportunity to present or waive an opening statement. The student may reserve an opening statement until after the administration has presented the case for the college. If the student charged does not appear, either in person or by representation, or should the student leave or be ejected during the hearing, the hearing shall proceed and the panel will make its recommendation as though the student had been present.
- h. Evidence:** After the opening statements, the administration and the student shall have the opportunity to call witnesses and present relevant evidence. Technical rules of evidence shall not apply, but evidence may be admitted and given probative effect only when such evidence constitutes that which reasonable persons are accustomed to rely on in the conduct of serious affairs. Hearsay evidence is admissible, but may not, by itself, be used to support a finding of the panel. The Chairperson will make all rulings as to the conduct of the hearing and the admissibility of evidence. The panel shall not consider any arguments concerning the constitutionality or legal validity of campus regulations or statewide policy. In cases where the hearing involves a charge of sexual assault, the victim has the right to exclude past sexual history as part of the testimony unless such history is offered as evidence of the character or trait of character of the victim as described in California Evidence Code, Section 1103.
- i. Deliberations:** The administration and then the student shall make closing arguments. Both may waive closing arguments. The panel shall retire to deliberate. Deliberations shall be limited to panel members. The panel shall reach its decision based only on the record of the hearing and shall not consider matters outside the record. Within two days after the hearing, the Chairperson shall deliver a written report to the Vice President for Student Services. This report shall include the specific findings of fact concerning each charge and the recommendations for disciplinary action supported by a majority vote of the panel.
- j. Recommendation of Suspension:** In the case of a recommendation for suspension, the Vice President for Student Services shall review the findings and recommendation of the Disciplinary Hearing Panel. The Vice President may accept the recommendation, impose a lesser sanction, or refer the matter back to the hearing panel for further consideration. The Vice President shall render a decision within three business days of receipt of the recommendation of the panel. Notice of the Vice President's decision shall be mailed to the student, placed on the student's district records, and copied to the Vice President for notification to the District Chancellor of the decision. The decision may be appealed in writing to the Vice President only on limited grounds. Decisions must be appealed within ten business days.
- k. Recommendation of Expulsion:** In the case of a recommendation for expulsion, the recommendation of the Disciplinary Hearing Panel shall be forwarded to the Vice President for Student Services for review and decision.

 - 1) The Vice President for Student Services may accept the recommendation of the panel, impose a lesser sanction, or refer the matter back to the Disciplinary Hearing Panel for further consideration. The Vice President shall render a decision within three business days of receipt of the recommendation of the panel. Notice of the Vice President's recommendation shall be mailed to the student, placed in the student's district records, and copied to the Vice President for recommendation to and final action by the Board of Trustees.
 - 2) Within thirty calendar days of the recommendation for expulsion, the Board of Trustees shall notify the student (or parent in the case of a dependent minor) of the Board's intent to conduct a closed session meeting to consider the recommendation for expulsion. Notification shall be made by registered or certified mail or by personal service. Within 48 hours of receipt of the notice, the student or parent of

a dependent minor may request in writing that the hearing be held in public session. When a written request to have the matter heard in public session is served upon the Clerk or Secretary of the Board, the meeting shall be conducted in public session, except in cases where the discussion conflicts with the right to privacy of another student. In such cases, the discussion shall be conducted in closed session.

- 3) The Board of Trustees may accept the recommendations of the Vice President for Student Services, impose a lesser sanction, or refer the matter back to the Vice President for further consideration. The Board of Trustees may choose to review the record. Final action of the Board of Trustees shall be taken at a public meeting but consist solely off a general announcement that a student, without being named, has been disciplined after a closed session vote with respect to the discipline.

- I. **Notification of Law Enforcement:** Upon the suspension or expulsion of a student, the Vice President for Student Services shall notify appropriate law enforcement authorities of conduct which may be in violation of Section 245 of the Penal Code.

D. Appeal Process

The student has the right to appeal the decision of the instructor or of the Vice President for Student Services.

1. Appeal of an Academic Dishonesty Decision

- a. The student has the right to file an appeal of a decision regarding academic dishonesty. The appeal must be in writing and received by the Dean within ten working days of the informal meeting with the instructor. A grade, however, is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance process as set forth in Board policy.
- b. The Dean may request that the instructor submit a written statement supporting his or her position.
- c. Within thirty days of receipt of the request of appeal, the Dean shall arrange a meeting with the instructor and the student. If the instructor is no longer employed by the District, or is unavailable because of sabbatical or other leave, the Dean shall appoint another instructor in the same disciplinary area to assume the responsibilities of the instructor. At the meeting, the evidence of academic dishonesty will be presented, and every effort will be made to resolve the matter. In the absence of a resolution, the student may elect to follow the appropriate grievance or disciplinary appeal procedure as specified in Board policies and regulations.

2. Appeal of a Formal Disciplinary Decision

The student may appeal a formal disciplinary decision in writing to the Vice President for Student Services within ten days of the decision/recommendation. The basis for the appeal shall include evidence to support one or more of the following factors:

- a. The decision lacks substantial basis in fact to support the findings,
- b. There is substantial incongruity between the proposed sanction and findings,
- c. There is substantial unfairness in the proceedings which has deprived the student of a fair and impartial process, and/or
- d. There is newly discovered critical evidence, that despite due diligence on the part of the student, was not known at the time of the hearing.

The Vice President for Student Services may decide the issue based solely on the written appeal. The Vice President's decision shall be made available to the student charged within ten days of receipt of appeal. The decision shall be final except in the case of expulsion where final action shall be taken by the Board of Trustees.

ACKNOWLEDGMENTS

In the past few years we have witnessed a tragic rise in the rate of campus disturbances. In response to this national trend, many colleges and universities have developed programs to train their students, faculty, staff, and administrators in responding to crises and disruptive situations. Upon completion of this Faculty Guide, we owe our deep appreciation to those colleges and universities from which we extrapolated ideas and material for our own program. In particular, the guides prepared by Virginia Tech, California State University (Fullerton), and Humboldt State University were extremely helpful.

In addition, we wish to acknowledge the insights and suggestions from members of Saddleback College's Academic Senate and Deans Cabinet who gave feedback throughout the development of the Faculty Guide.

A special Thank You goes to the Graphics Department staff who contributed to this document, for their valuable comments, editing and assistance in finalizing this guide.

And, to all those affected by campus tragedies across the nation, we dedicate this Faculty Guide. It is our sincere hope that from your traumas we have learned to recognize and respond responsibly to the signs and symptoms of troubled individuals.

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