I. PRINCIPLES OF THE SACRAMENTO CITY COLLEGE CRISIS INTERVENTION TEAM (CIT)

The Principles of the Student Discipline/Crisis Intervention Processes are rooted in Sacramento City College’s values of “Working Together, Pursuing Excellence, and Inspiring Achievement.”

- The college discipline and crisis intervention processes promote student success as well as ensure the safety of members of the college community.
- Faculty, staff, and students need to know the standards of student conduct and relevant policies, regulations, and laws that pertain to student discipline or the need for behavioral intervention outside of the student discipline process. This information should be in multiple, convenient formats, and be written in easily understood language.
- Faculty, staff, and students need to be familiar with and understand processes that underlie issues of behavioral concern and how these processes work in conjunction with student discipline. Systems and forms should be in place that document incidents that:
  - violate the Student Standard of Conduct
  - have the potential to violate the standards of student conduct
  - indicate that a student is in need of college services outside of the regular academic and student support processes.
- There should be a team (CIT team) assembled that has knowledge, information, and authority germane to matters of student discipline and support. Team members may include: the administrator responsible for student discipline, the administrator responsible for student grievances, the administrator responsible for counseling services, a representative of campus police, the DSPS coordinator, and a health services representative. The Vice President for Student Services shall consult with the team on goals and processes.
- The CIT shall be available to:
  - Review individual cases that are referred to it to determine whether the student has had prior involvement with the student discipline or related processes or is demonstrating behaviors that warrant referrals or delivery of services outside the discipline process. In those cases in which services outside of, or in addition to, discipline are warranted, the CIT will make service referrals and track student progress. A records maintenance system will be developed to support tracking of students, events, and disposition/services.
  - Develop materials for the college community that support classroom management and delivery of student and administrative support to both prevent student discipline problems and promote adherence to the Student Standard of Conduct.
  - Conduct workshops and presentations to members of the college community on issues of student discipline and behavior management.
  - The CIT and its processes do not take the place of the formal Student Discipline Process as outlined in LRCCD Policies and Procedures and the SCC Student Standards of Conduct.

II. WHO IS ON THE CRISIS INTERVENTION TEAM (CIT)?

Members of the Crisis Intervention Team include:

- **Student Discipline Officer**: Elaine Ader
  - LR111 • 916-558-2062 • adere@scc.losrios.edu
- **Student Grievance Office**: Julia Jolly
  - RN257 • 916-558-2407 • jollyj@scc.losrios.edu
- **Vice President Student Services**: Michael Poindexter
  - RN272, 558-2141, poindem@scc.losrios.edu
- **Campus Police**: Campus Police Station • 916-558-2221,
  - Representative: Captain Valerie Cox, coxv@losrios.edu
- **Counseling Center**: RN111 • 916-558-2204
  - Representative: David Rasul, rasuld@scc.losrios.edu
  - Representative: Derrick Wydick, WydickD@losrios.edu
- **College Health Office**: RN125 • 916-558-2367
  - Representative: Jeff Christian, christj@scc.losrios.edu
- **Disability Services and Programs for Students (DSPS)**: STS109 • 916-558-2528,
  - Representative: Gwyn Tracy, tracyg@scc.losrios.edu
III. WHAT POLICIES AND REGULATIONS ADDRESS THE CRISIS INTERVENTION PROCESS AND/OR STUDENT DISCIPLINE?
(available in appendix and online)
References to policies and regulations that address the crisis intervention or student discipline processes can be found in:
A. Student Standard of Conduct –
   www.scc.losrios.edu/current_students/students_standard_of_conduct_and_civility.htm
B. LRCCD Policies and Regulations
   i. 2441 Standards of Conduct
   ii. 2442 Due Process
   iii. 2443 Drug and Alcohol-Free Workplace and College Premises
   iv. Sexual Harassment P-2423, P-2424, R-2423
C. FERPA regulations
D. Faculty Handbook

IV. WHAT TYPES OF BEHAVIORS CONSTITUTE VIOLATIONS OF THE STUDENT STANDARD OF CONDUCT OR INDICATE THE NEED FOR REFERRAL TO THE CIT? *
As with members of any community, employees of Sacramento City College may at times be faced with the disruption caused by troubled students or visitors. Faculty, staff and administrators need to be aware of their rights of protection as well as legal responsibilities in dealing with disruptive student behavior. The sole basis for imposing disciplinary sanctions on a student is the student’s behavior, whether the student has a psychological disability or underlying emotional problem is irrelevant. Other behaviors may be of concern and lead to a referral to the CIT. It is everyone’s responsibility to maintain a safe and uninterrupted learning environment.

By “disruption” we mean all those behaviors that interfere with the normal functions of the college. A few specific examples include the behavior of persons who:
- habitually interfere with the learning environment by disruptive verbal or behavioral expressions.
- persistently make inordinate demands for time and attention from faculty and staff.
- verbally threaten or abuse college personnel.
- physically threaten or assault others.
- willfully damage District property.
- misuse drugs or alcohol on District grounds.
- threaten or attempt to carry out suicide.

Any of these situations constitutes a potential crisis and is best resolved by a consistent and uniform approach. This handbook will formalize procedures to follow in the case of a disruptive situation on campus.

There are many different types of crises or disruptive behaviors. Below are three major categories that may require different kinds of responses.
Class I

Distressed Behaviors
Behaviors indicative of emotional distress but not necessarily disruptive (In this category, you may be acting on an uncomfortable feeling you have rather than an observable or flagrant action).
Possible behaviors:
- Nervous or anxious
- Sad, crying or depressed
- Inability to concentrate
- Spaced-out or disheveled appearance
- Angry behavior
- Under the influence
- Excessive demand for reassurance or support
- Expressing suicidal thoughts

Suggested action:
- Talk with student privately or confidentially.
- Register concern.
- Inform student about available assistance through the Counseling Center.

Whenever a student expresses suicidal thoughts, take them seriously and get help immediately by calling Counseling Services, ext. 2204 or the office of the Vice President of Student Services at 558-2141 and escort them to Counseling Services if possible. If the person refuses referral, call a CIT member for consultation.

Class II

Disruptive Behaviors
Causing disruption in or outside of classroom.
Possible Behaviors:
- Inappropriately focusing attention on self
- Irrational or Inappropriate
- Unrelated or bizarre comments
- Verbally Abusive
- Defiant
- Exhibitionist

Suggested Action:
- Always protect personal safety
- Protect safety of others if possible
- If appropriate:
  - Speak with student privately and confidentially
  - Show concern/acknowledge feelings
    a. Set limits for acceptable behavior
    b. Summarize incident in writing
    c. Call member of CIT for consultation
  d. If discussion with student seems inappropriate, dangerous, or ineffective:
    i. Request student leave class and contact Campus Police immediately at ext. 2221.
ii. If student is disrupting classroom environment such that classroom instruction is jeopardized, remove for up to two class periods and follow discipline process; if student is disrupting service environment such that services cannot be delivered in a safe and appropriate manner, end service delivery. Refer to Student Conduct Code for procedures (see appendix).

iii. Document incident for dean or supervisor utilizing incident report form and refer to the Student Discipline Office.

Class III

**Dangerous Behaviors**

Danger to self or others.

Possible behaviors:
- Acting out and appears to be potentially violent
- Violent behavior towards self or others
- Threatening to harm or kill self or others

Suggested action:
- Always protect personal safety
- Protect safety of others if possible
- Immediately call Campus Police at ext.2221 (press 0 for dispatch) or 911
- Buy time by talking calmly and with concern until help arrives.

Document incident for dean or supervisor utilizing incident report form and refer to the Student Discipline Officer

*This section of the handbook was adapted from the Crisis Intervention Resource Guide developed by Santa Rosa Junior College (http://online.santarosa.edu/presentation/page/7307)*
V. INFORMATION NEEDED TO SUPPORT THE STUDENT DISCIPLINE/CIT PROCESS

The Sacramento City College Incident Report is an online form used to collect information needed to proceed with crisis intervention/student discipline processes. The Incident Report details time, date, and individuals involved as well as asks for information on the incident itself and subsequent actions taken. This information is shared only among CIT members and the faculty, staff and administrators directly involved in the incident.

When completed, save a copy (“save as”) of this form for your records. The saved version should clearly identify the incident (by name or date). Then, email form to division dean or supervisor and to the Student Discipline Officer (adere@scc.losrios.edu) for discipline action or referral to the CIT.

<table>
<thead>
<tr>
<th>SACRAMENTO CITY COLLEGE INCIDENT REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDENTIFICATION OF INDIVIDUALS INVOLVED</td>
</tr>
<tr>
<td>Name of Person Involved in Incident</td>
</tr>
<tr>
<td>Student ID orEMPLID or Birth Date (If EMPLID unavailable)</td>
</tr>
<tr>
<td>Student □ Employee □Other (please specify)</td>
</tr>
<tr>
<td>(Go to Page 2 of this form to repeat information if more than one individual is involved.)</td>
</tr>
<tr>
<td>College Staff or Student Reporting Incident</td>
</tr>
<tr>
<td>□ Student □ Employee □Other (please specify)</td>
</tr>
<tr>
<td>Division (If Applicable) Phone Email Address</td>
</tr>
<tr>
<td>EXPLAIN INCIDENT</td>
</tr>
<tr>
<td>Date Time</td>
</tr>
<tr>
<td>Division/Geographical Location</td>
</tr>
<tr>
<td>Did incident occur during a class? List course title/section#</td>
</tr>
<tr>
<td>Instructor/Staff/Student</td>
</tr>
<tr>
<td>Describe what happened</td>
</tr>
<tr>
<td>Witness (If any, indicate willingness to be contacted)</td>
</tr>
<tr>
<td>□ Student □ Employee □Other (please specify)</td>
</tr>
<tr>
<td>Phone or other method of contact (including email)</td>
</tr>
<tr>
<td>DESCRIBE ACTION TAKEN</td>
</tr>
<tr>
<td>Explain</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Referred To Title/Phone#</td>
</tr>
<tr>
<td>Transported To</td>
</tr>
<tr>
<td>What other college personnel (if any) have been notified?</td>
</tr>
<tr>
<td>CIT Member Reporting the Incident</td>
</tr>
<tr>
<td>CRISIS INTERVENTION TEAM FOLLOW-UP</td>
</tr>
<tr>
<td>Recommendations</td>
</tr>
</tbody>
</table>
This report may be made available to the person involved in the incident upon his/her request. Persons or witnesses choosing to report incidents may remain anonymous to the individual if they prefer.

**Additional Individuals Involved in Incident**

**IDENTIFICATION OF INDIVIDUALS INVOLVED**

Name of Person Involved in Incident ________________________________________________

Student ID or EMPLID or Birth Date (If EMPLID unavailable) ____________________________

☐ Student  ☐ Employee  ☐ Other (please specify) ________________________________

College Staff or Student Reporting Incident __________________________________________

☐ Student  ☐ Employee  ☐ Other (please specify) ________________________________

Division (If Applicable) ___________________________________________ Phone __________

Email Address ________________________________________________________________

**IDENTIFICATION OF INDIVIDUALS INVOLVED**

Name of Person Involved in Incident ________________________________________________

Student ID or EMPLID or Birth Date (If EMPLID unavailable) ____________________________

☐ Student  ☐ Employee  ☐ Other (please specify) ________________________________

College Staff or Student Reporting Incident __________________________________________

☐ Student  ☐ Employee  ☐ Other (please specify) ________________________________

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College Staff or Student Reporting Incident __________________________________________

☐ Student  ☐ Employee  ☐ Other (please specify) ________________________________

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College Staff or Student Reporting Incident __________________________________________

☐ Student  ☐ Employee  ☐ Other (please specify) ________________________________

Division (If Applicable) ___________________________________________ Phone __________

Email Address ________________________________________________________________
VI. Roles and Responsibilities within the Campus Community with Respect to Violations of the Student Standard of Conduct and Related Behavioral Issues

Faculty, Staff and Administrators
Responsible for:
- Setting clear expectations for conduct.
  Example: faculty include statement in syllabus regarding student conduct. (See appendix)
- Making initial contact with the appropriate members of CIT.
- Documenting each incident of disruptive behavior.
- Maintaining confidentiality.

Crisis Intervention Team
Responsible for:
- Providing consultation to faculty and staff when requested. Consultation may involve:
  - Discussions to assess disruptive behavior.
  - Clarification of action to be taken.
  - Steps to resolve situation satisfactorily.
- Direct intervention and mediation with individuals involved in disruptive situations as appropriate.
- Providing brief crisis counseling to individuals if so requested, or providing referrals to counseling services in the community.
- Offering Crisis Prevention Training to faculty and staff on request.

Student Discipline Officer
Responsible for:
- Initiating formal disciplinary action when requested.
- Informing involved parties as to decision made regarding student discipline incidents.
- Establishing guidelines for readmission to class/campus.
- Conferring with student and giving written authorization for student to return to class.

Campus Police
Responsible for:
- Responding first to any potential emergency either in person or in consultation by phone.
- Intervening in any situation where the safety of an individual is in jeopardy.
- Making arrests when necessary.
- Providing assessment of mental status to determine whether the person is a danger to self or others and providing transportation to a mental health facility. The individual's consent is not required in this process.
- Working with the Student Discipline Officer to resolve discipline issues and support positive outcomes.

Student Health Services
Responsible for:
- Receiving phone calls regarding students in crisis.
- Providing first-responder treatment in medical emergencies.
- Initial assessment, consultation, and referral regarding students in crisis.
Counseling Services
Responsible for:
• Providing brief, confidential counseling to students by appointment.
• Providing crisis intervention services to students on a drop-in basis.
• Evaluating distressed or disruptive students.
• Consulting with faculty concerned about a student
• Referring students to community resources when appropriate.
• Working with the Student Discipline Officer to resolve student discipline cases and support positive outcomes.

Disability Resource Center
Responsible for:
• Authorizing and providing academic accommodations (support services) to students with medically and educationally verified disabilities.
• Providing academic and disability management counseling to students with disabilities.
• Consulting with faculty concerned about a student.
• Providing crisis intervention to students registered with the Disability Resource Center.
• Referring students to resources on campus and in the community.
• Working with the Student Discipline Officer to resolve student discipline cases and support positive outcomes.

Student Grievance Officer
Responsible for:
• Intake of student concerns that may involve the grievance process
• Student grievance process
• Sexual harassment process
• Working with the Student Discipline Officer to resolve student discipline cases and support positive outcomes.

Vice President, Student Services
Responsible for:
• Addressing non-students who violate the Los Rios Policies and Regulations pertaining to Standards of Conduct

*This section of the handbook was adapted from the Crisis Intervention Resource Guide developed by Santa Rosa Junior College [http://online.santarosa.edu/presentation/page/?7307](http://online.santarosa.edu/presentation/page/?7307)

VII. STEPS IN THE STUDENT DISCIPLINE PROCESS?
While not all steps occur in every situation, using the Los Rios Policies and Procedures for Student Discipline outlined in R2442 (Due Process) as the foundation for the formal student discipline process, common steps include:
1. Incident is reported to the campus police, area dean or supervisor or Student Discipline Officer (SDO). If the incident is reported directly to the SDO, the area dean or supervisor should be copied.
2. If campus police are involved and take a report, report is made to the Student Discipline Officer within 3 days.
3. If the campus police are involved and they determine that the student should not be on campus, they can notify a student that s/he cannot return to the campus for no longer than 7 days. During that period, campus police has to notify the Student Discipline Officer for follow-up action.
4. If the Student Discipline Officer is notified by campus police, an area dean or supervisor, or by the individual bringing the complaint, s/he will get the information in writing (either by email using the incident report or police report) and take one or more of the following actions:
   a. Notify the Crisis Intervention Team if additional support/evaluation is needed.
   b. Contact the student and schedule an investigative meeting.
   c. If immediate suspension is warranted, schedule an investigative hearing within ten days.
   d. There may be situations in which the Student Discipline Officer determines that no formal disciplinary action needs to be taken but that the incident should be recorded for informational purposes.
   e. If a faculty or staff member is faced with a discipline issue that does not warrant a referral to the Discipline Officer for further action, that incident should be reported to the Discipline Officer for recording as “information only” to ensure that the student has not been involved in prior or similar incidents. Examples include first incident of plagiarism or cheating or “distressed” behaviors.

5. If a faculty member removes a student from class (as provided for in Education Code Sec. 73031), the Student Discipline Officer will request a meeting with the faculty member prior to the student returning to class to determine if further disciplinary action is warranted.
   a. If an investigative hearing is held, the Student Discipline Officer has the option of asking CIT member(s) (or designees) to attend and provide additional resources for the disciplinary process.
   b. If the outcome of the investigative meeting warrants disciplinary action involving probation, suspension, or expulsion, the student has the opportunity to request appeal of the action within seven days of receiving the letter of disciplinary outcome.
   c. If the student appeals a finding of probation, suspension or expulsion, a hearing panel is convened as outlined in Los Rios Regulation R2442.
   d. The outcome of the appeals process is sent by the chair of the hearing panel to the College President for final action within 10 days of the hearing conclusion. The College President notifies the student of final action within 7 days of receipt of the decision of the hearing panel.

A flow chart of this process follows.
Sacramento City College
STUDENT DISCIPLINE PROCESS OVERVIEW

On-site official identifies type

Academic

Document violation of academic honesty

Faculty meet with student about violation

Incident resolved by department

Yes

No

Behavioral

Threat to safety or security?*

Yes

Call Campus Police FIRST

No

Faculty/Supervisor/Dean meets with the faculty/staff member reporting incident and/or student

Refer to student discipline officer within 3 business days of incident

LRCCD Police Administrative Referral

Document resolution of incident and inform discipline officer

Student informed of violation: investigative meeting scheduled

Information to hold investigative meeting collected

Outcome determined. If finding is probation, suspension, or expulsion, student may appeal within 7 days.

If student appeals, hearing panel is convened

Outcome determined and forwarded to College President within 10 days

College President makes final determination and notifies student within 7 days

Disciplinary investigative meeting held

Originator notified of disposition of the incident

* At the point when a student behavioral issue has been identified, faculty have the option of removing a student from class for up to two class periods. Consultation with the Student Discipline Officer takes place during the removal period.
VIII. LEVELS OF STUDENT DISCIPLINE OUTCOMES
The following forms of discipline may be imposed on a student who is found guilty of misconduct:

A. **Formal Warning:** Notice that student's conduct in a specific instance does not meet College standards and that continued misconduct may result in a more serious disciplinary action.

B. **Probation:** Notice that the student found in violation of the College standards may continue to be enrolled under stated conditions, violations of which may be cause for more serious disciplinary action.

C. **Restitution:** Reimbursement for damage to or misappropriation of property which may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

D. **Removal by Instructor:** Denial of the right to attend a particular class for a specific length of time may not exceed two (2) class meetings of class. (Education Code Sec. 73031)

E. **Suspension by President:** Denial for good cause of all campus privileges, including one or more of the following:
   a. The right to enter the campus.
   b. Exclusion from one or more classes for a period of up to ten (10) days of instruction.
   c. Exclusion from one or more classes and activities for the remainder of the school term.
   d. Exclusion from all classes and activities of the Community College for one or more terms (Periods of suspension do not allow for makeup class work.) Education Code Sec.76031 & Penal.Code.246, see required notices, Sec.F).

Please Note: Suspension applies to all of the colleges in the Los Rios Community College District.

F. **Expulsion:** By the Board of Trustees of the Los Rios Community College District for an indefinite period of time includes loss of all College privileges at all colleges in the Los Rios system including College employment and the privilege of entering any portion of the campus except by written authorization from the Vice President of Student Services. Expulsion must be imposed by the Board of Trustees of the Los Rios Community College District. Readmission is contingent upon a showing of rehabilitation by the student. (E.C.Sec.76031 & P.C.246) Penalties of a lesser degree may be applied by the Vice President of Student Services as part of the process from those listed.

Additionally, non-students who are found to violate the Los Rios Policies and Regulations addressing Standards of Conduct may be removed from the campus or specific facilities for a period of up to one year by the Vice President of Student Services.

IX. HOW CAN SAFE AND SECURE LEARNING AND SERVICE ENVIRONMENTS BE CREATED?/HOW CAN DISCIPLINE ISSUES BE AVOIDED?

A. Establish expectations – syllabus, classroom discussion, posting policies in service locations, make part of student orientation (syllabus example in appendix)

B. Follow through on expectations, be consistent, and be fair.

C. Utilize techniques associated with active listening/cultural competence in addressing student behavior issues

D. Utilize techniques associated with **10 Tips for Crisis Prevention** (in appendix) Including being:
   i. respectful/courteous
   ii. culturally competent
   iii. understanding of student differences
   iv. open to taking time to meet and discuss options
STUDENT STANDARD OF CONDUCT
(Available in the SCC Student Standard of Conduct and Civility)
http://www.scc.losrios.edu/Current_Students/Student_Standard_of_Conduct_and_Civility.htm

College students have the same rights as other members of the community and are accountable to the same federal and state laws and statutes. In addition, SCC students are accountable to Los Rios Board policies and SCC Rules and Regulations. The following Standards of Conduct are based on LRCCD Board Policies and Regulations (Policy 2000, 2440, 2441, 2443, etc.) and have been adopted by SCC to protect the rights and privileges of students and to allow the college to function properly.

1. Misconduct & Discipline
   Misconduct for which students are subject to discipline:
   • Obstruction or disruption of the learning process of the college, including teaching, administration, and college activities.
   • Physical or threatening abuse of any person on college-owned or controlled property, or at any college-sponsored or supervised activity.
   • Theft of, or damage to, property of any person on college-owned or controlled property, or at a college-sponsored or supervised activity.
   • Unauthorized entry to or use of college facilities.
   • Violation of college policies or campus regulations. Please refer to www.losrios.edu/legal/.
   • Disorderly, lewd, obscene, or indecent conduct or expression on college-owned or controlled property or at college sponsored or supervised activities.
   • Willful disturbance at any college meeting.

2. Cheating
   Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Cheating includes the following:
   • Copying from someone else’s test.
   • Submitting work that is not your own.
   • Submitting work presented previously in another course, if contrary to the rules of either course.
   • Altering or interfering with grading.
   • Using material during an exam that is not allowed.
   • Consulting with someone, other than the instructor, during an exam.
   • Committing other acts that defraud or misrepresent.

3. Plagiarism
   Plagiarism is representing the work of someone else as your own and submitting it for any purpose. Plagiarism includes the following:
   • Incorporating the ideas, works, sentences, paragraphs, or parts of another person’s writings, without giving appropriate credit, and representing the product as your own work.
   • Representing another’s artistic/scholarly work as your own.
   • Submitting a paper purchased from a research or term paper service.

4. Other Acts of Dishonesty
   • Purposely allowing another student to copy from you during a test.
   • Giving your homework, term paper, or other academic work to another person to plagiarize.
• Having another student submit work in your name.
• Lying to an instructor to improve your grade.
• Altering a graded work after it has been returned and then resubmitting the work for regrading.
• Removing a test from the classroom.
• Stealing tests.

Consequences of Dishonesty
Depending on the seriousness of the infraction, students may incur the following consequences:
• Receive a failing grade on the test or paper.
• Have a course grade lowered.
• Be placed on disciplinary probation or suspension.
• Be expelled.

5. Weapons
Possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the college President or designated representative is grounds for expulsion.

6. Drug- and Alcohol-Free Campus
Los Rios Community College District Policy 2443 states: "... the District ... is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989."

Sacramento City College is committed to a drug and alcohol–free campus. The abuse of illicit drugs and alcohol disrupts classes, compromises one’s physical and mental health, subjects people to criminal penalties, and impairs the ability to benefit from the learning experience.

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession, on campus, of any controlled substance. Students who abuse drugs or alcohol on campus, or appear at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled and/or criminally prosecuted.

7. Hazing
No student or other person connected with SCC or in attendance at the college shall participate in hazing, conspire to engage in hazing, or commit any act that injures, degrades, or disgraces any person attending the college.

8. Gambling
Gambling is prohibited on campus.

9. Dress
The dress on campus shall be in accord with the dictates of custom and good taste in the college environment.

10. Demonstrations
• Students have the right to demonstrate in a responsible manner, under the following conditions:
• Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus.
• Demonstrations will neither impede access to and from buildings nor block normal traffic flow, pedestrian or vehicular.
• Voice amplification is permitted only during specified time periods (contact Student Leadership and Development for information on time periods). Excessive noise will not be permitted.
• Students will not be granted excused absences from classes to participate in demonstrations.
• No obscenities or challenges that create a clear and present danger of inciting physical reactions will be tolerated.
• Students participating in on-campus demonstrations are not immune from civil regulations and penalties.

11. Library
All library property and material must be checked out before being taken from the Library. Library fines must be paid in full before grades or transcripts are released. A hold will be placed on your record until all library obligations are addressed.

12. Animals
Pets and other animals are not allowed in buildings or to be turned loose on campus. They must be contained. Seeing-eye and service animals are excepted.

13. Smoking
Smoking is prohibited in all buildings and within 30 feet of all building entrances.

14. Fundraising & Selling
Recognized student organizations may raise funds on campus for purposes related to the organization’s objectives under the following conditions:
• Authorization by the advisor of the organization
• Approval of the Student Leadership and Development Office
• Funds collected must be deposited to the student organization’s account in the Business Office within twenty-four (24) hours of collection
• Use of funds collected must be approved by the organization’s advisor
• All other fundraising, selling, or solicitation for donations or memberships, for any organization not directly under the control of the SCC administration, is prohibited.

15. Posting Materials
Student fliers, advertisements, or other student-related activities must be approved by the Student Leadership and Development Office before posting in approved locations. Commercial posting or other non-student oriented materials must be approved by the Facilities Office. Unauthorized material will be removed. Approval is subject to Los Rios Community College Board policies and campus regulations.

16. Program Sponsorship
A recognized student organization presenting programs solely for its members requires only the approval of its faculty advisor. Programs open to the student body must be coordinated through Student Development.

17. Non-College Persons on Campus
Any person on college-owned property or at college-sponsored or supervised activities who engages in disruptive behavior is subject to disciplinary and legal actions by the President of the college or his or her designee(s).
2. Los Rios Community College District Policies and Regulations
   Standards of Conduct P-2441
   2400 Student Rights and Responsibilities
   2440 Standards of Conduct and Due Process

1.0 Student Conduct as a Condition of Enrollment

1.1 A student enrolling in one of the Los Rios colleges may rightfully expect that students, faculty
   and administrators will maintain an environment in which there is freedom to learn. As members
   of the college community, students should be encouraged to develop the capacity for critical
   judgment; to engage in sustained and independent search for truth; and to exercise their rights
   to free inquiry and free speech in a responsible non-violent manner.

1.2 Student conduct must comply with federal and state laws, college rules and regulations, and
   District policies and regulations. Students who violate such rules and regulations are subject to
   disciplinary action.

2.0 Tolerance of Divergent Opinions
2.1 Within any active college community there will be a difference of opinion on many vital
   issues which confront society. There is a legitimate need to examine and discuss these issues on
   a college campus. Students should be provided opportunities to discuss such issues and be
   assured that peaceful protest on their part will be allowed and protected. The College shall
   establish procedures for orderly petition and protest.
2.2 Discussions and protests which violate the rights, privileges and property of other members of
   a college community are not in keeping with the purposes for which a college exists.

3.0 Violation of Rights of Others
3.1 The violation of the legitimate rights of others, physical abuse and intimidation, violence, the
   destruction or seizure of college property, cannot and will not be recognized as acceptable
   tactics for expressing a point of view. Such behavior cannot be condoned in an academic
   community.
3.2 It is the intent of this policy to protect the rights of all, minority and majority, to provide a
   climate of civility and rationality and to establish and declare clear opposition to violence as a
   form of persuasion.

4.0 Computer-Related Crimes (Penal Code § 502)
4.1 The Legislature has declared that individuals, governmental agencies and businesses should
   be protected from tampering, interference, damage and unauthorized access to lawfully-
   created computer data and computer systems.
4.2 In furtherance of this protection, Penal Code § 502 specifies computer-related crimes and
   appropriate punishment for such violations.
4.3 Penal Code § 502 mandates community colleges to include computer-related crimes as a
   specific violation of college policies and regulations that may subject a student to disciplinary
   sanctions up to and including dismissal from the academic institution.

5.0 Standards of Behavior
5.1 The colleges are expected to clarify those standards of behavior which they consider
   essential to their educational philosophies. These general behavioral expectations and the
   resultant specific regulations should represent a reasonable governance of student conduct.
5.2 Students should participate in formulating regulations on student conduct and these regulations should be published in the student handbook or a generally available body of college regulations.
5.3 Students should expect uniform, objective and equal treatment for all who violate college rules and regulations.

6.0 Disciplinary Action
6.1 The Chancellor is delegated the authority to enforce such rules and regulations and shall establish the process for such enforcement.
6.2 The Board authorizes the Chancellor to take disciplinary action for discerned misconduct and will follow the procedure of due process established in Regulation, (R-2442).

Standards of Conduct R-2441
2400 Student Rights and Responsibilities
2440 Standards of Conduct and Due Process

1.0 Authority to Suspend or Expel (Education Code §76030)
1.1 The Board of Trustees may expel a student for good cause 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.
1.1.1 Expulsion is a permanent termination of student status and all attending rights and privileges from any and all Los Rios District colleges and facilities.
1.2 The suspension or expulsion of a student shall be accompanied by a hearing pursuant to the requirements of Education Code §66017.
1.2.1 The hearing must be prompt, unless an immediate suspension is required in order to protect lives or property, or to insure the maintenance of order.
1.2.1.1 In any case, a reasonable opportunity for a hearing must be provided within ten (10) days of the suspension or expulsion.

2.0 Scope of Suspension (Education Code §76031)
2.1 The President of a college, may authorize the suspension of a student for good cause as follows:
2.1.1 from one or more classes for a period of up to ten (10) days of instruction;
2.1.2 from one or more classes for the remainder of the school term;
2.1.3 from all classes and activities of the college for one or more terms.
2.1.3.1 Any student suspended pursuant to Section 2.1.3 above shall be prohibited from being enrolled in any community college or facility in the District or participating in any class or program in the District for the period of the suspension.
2.2 An instructor may remove a student from a class for the day of removal and the next class meeting. (Education Code §76032)
2.2.1 Such removal shall be reported immediately by the instructor to the College President or other appropriate college officials.
2.2.2 If the student removed by an instructor is a minor, the parent or guardian of the student shall be requested to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.
2.2.3 During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.
2.3 Whenever a minor is suspended, the parent or guardian shall be notified in writing.
2.4 Nothing in these regulations shall be construed to prohibit the imposition of a disciplinary sanction than suspension.
2.4.1 Such lesser sanctions may include, but need not be limited to, verbal or written reprimand, probation or ineligibility to participate in extracurricular activities.

3.0 Good Cause
3.1 As defined in Education Code §76033, good cause includes, but is not limited to, the following offenses:
   (a) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
   (b) Assault, battery, or any threat of force or violence upon a student or college personnel.
   (c) Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing or other injury to any real or personal property owned by the district.
   (d) The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance.
   (e) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
   (f) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
3.2 Good cause is further defined, but is not limited to, the following:
   (a) Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.
   (b) Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.
   (c) Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college-sponsored events.
   (d) Unauthorized entry to or use of college facilities.
   (e) Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.
   (f) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.
   (g) Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at College-sponsored events.
   (h) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation or other discipline pursuant to this policy.
   (i) Violation of any order of a college president, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.
   (j) Attempting to commit an act that would be cause for disciplinary action identified in Sections 3.1 or 3.2 above.
3.3 Whenever any employee is attacked, assaulted or menaced by any student, it is the duty of that employee, and the duty of any person under whose direction or supervision the employee is employed who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities. (Education Code §87014)
3.3.1 Failure to make this report is a misdemeanor.
3.3.2 Any act designed to directly or indirectly discourage or influence a person under a duty to make this report is a misdemeanor.
3.3.3 Any person who assaults or abuses any academic employee in the presence or hearing of a student or college personnel is guilty of a misdemeanor. (Education Code §87708)

4.0 Computer-Related Crimes
4.1 A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code or as specified in District policies and regulations. Such crimes include, but are not limited to, the following:
(a) Knowingly access and without permission alter, damage, delete, destroy or otherwise use any data, computer, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive or extort, or (b) wrongfully control or obtain money, property or data.
(b) Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.
(c) Knowingly and without permission use or cause to be used computer services.
(d) Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.
(e) Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user of a computer, computer system or computer network.
(f) Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
(g) Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.
(h) Knowingly introduce any computer contaminant into any computer, computer system or computer network.

5.0 No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance, or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

6.0 Notification of Law Enforcement Authorities (Education Code §76035)
6.1 The College President or the president’s designee shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of Sections 245 or 502 of the Penal Code.
6.2 Every student who, after a hearing, has been suspended or expelled from a Los Rios District college or facility for disrupting the orderly operation of a campus or facility, and as a condition of such suspension or expulsion has been denied access to the campus or facility, or both, for the period of the suspension, or in the case of expulsion for a period not to exceed one (1) year; who has been served by registered or certified mail at the last address given by such person with a written notice of such suspension or dismissal and condition; and who willfully and knowingly enters upon the campus or facility of the institution to which the student has been denied
access, without the express written permission of the Chancellor or the College President is guilty of a misdemeanor. (Penal Code §626.2)

7.0 Notification of Student
7.1 A student who has been suspended or expelled from a Los Rios District college or facility shall be served written notice by registered or certified mail at the last address given by such student.
7.2 Whenever there is included in any student record information concerning any disciplinary action taken by the college or District, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action. (Education Code §76233)

8.0 Parking Violations (Education Code §76036)
8.1 Any violation or violations of law, ordinance, regulation, or rule regulating, or pertaining to the parking of vehicles, shall not be cause for the removal, suspension or expulsion of a student from a community college.

9.0 Student Indebtedness
9.1 When a student has not cleared indebtedness to the college after notification has been duly given, any of the procedures listed below may be used:
9.1.1 The student may be suspended until such time as the money is paid or reasonable arrangements to pay have been made with the Business Office.
9.1.2 The student's subsequent registration may be suspended until the money has been paid or reasonable arrangements have been made at the Business Office.
9.1.3 If any request is made for a transcript of the student's academic record, the student shall be notified that the transcript is being held for clearance of indebtedness.
9.1.4 When all collection attempts have failed, the Business Office may proceed by taking the claim to Small Claims Court, if applicable.
9.1.5 Forms for student loan applications shall include a waiver of the statute of limitations.

2442 Due Process
Due Process P-2442
2400 Student Rights and Responsibilities
2440 Standards of Conduct and Due Process

1.0 Purpose and Scope
1.1 Regulations relating to student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for discerned misconduct and assuring that all students are accorded fair and objective treatment.
1.2 These regulations shall not apply to suspensions from classes imposed by an instructor of this District, nor to sanctions imposed for the failure of students to satisfy the academic standards of the respective colleges.

2.0 Publication of Regulations
2.1 Copies of the regulations, together with designations of the respective identities of the persons appointed as Disciplinary Authorities and members of the Disciplinary Appeals Committee, shall be available at each College.
2.2 The President of each college shall have the responsibility for making such information known to the students and faculty.
2.3 A summary of the regulations shall appear in the student handbook and the faculty handbook.

3.0 Procedural Due Process
3.1 In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and be given an opportunity to defend these charges.
3.2 This Policy shall be implemented by regulations for a uniform system of student appeals, which shall afford constitutionally sufficient procedural due process to students in the review and appeal of college and District disciplinary decisions.

Standards of Conduct  R-2441
2400 Student Rights and Responsibilities

1.0 Disciplinary Authority
1.1 By September 15 of each year, the President of each college shall designate one or more members of the college administrative staff as Disciplinary Authorities.
1.2 It shall be the responsibility of the Disciplinary Authorities to discipline students in the manner prescribed herein.
1.3 Such designations shall be made by written notification to the individuals involved, and by letter directed to the Chancellor.
1.4 The President may from time to time increase the number of Disciplinary Authorities, reduce the number or make new appointments by written notification to the Chancellor.

2.0 Disciplinary Appeals Committee
2.1 There shall be at each campus a standing panel from which one or more Disciplinary Appeals Committees may be appointed. The panel shall be made up of the following:
2.1.1 Five (5) students, enrolled and in good academic standing at the college, whose names are submitted to the College President by the Associated Students' Organization governing body.
2.1.2 Seven (7) faculty members whose names are submitted to the College President by the Academic Senate.
2.1.3 A Disciplinary Appeals Committee shall consist of two (2) students and three (3) faculty members selected from the above panel.
2.1.4 No person shall be a member of the Disciplinary Appeals Committee who is at the same time acting as a disciplinary authority or an interested party.
2.1.5 The standing panel shall be appointed no later than the fifteenth day of September. The College President shall notify each member in writing, and shall send a list of the names of the members to the Chancellor.
2.1.6 The members of the panel shall serve a term of one (1) year, or until their successors are appointed.
2.1.7 Vacancies caused by resignation, death or prolonged illness shall be filled immediately by the President in consultation with the Associated Students' Organization governing body and/or the Academic Senate, as appropriate. Nothing herein shall preclude a member of the Disciplinary Appeals Panel from serving more than one (1) year.
2.2 The President shall select a committee from the above panel when an appeal is filed.
2.2.1 The committee thus selected shall designate one (1) member to act as chairperson.
2.2.2 A quorum shall consist of the majority of the members of a committee.
2.3 All action pursuant to the authority delegated to the Disciplinary Appeals Committee by these regulations shall be taken by a majority of the members thereof.
2.3.1 No member of the committee who has not been personally present at the hearings conducted during an entire appeal shall vote upon any appeal before the committee without consent of both the appellant and the disciplinary authority involved.

3.0 General Provisions
3.1 Confidentiality - Unless the student and the college determine otherwise, proceedings under this policy shall be confidential and all hearings held thereunder shall be closed to everyone other than the person(s) conducting the hearing, the student(s) charged, and those other persons necessary for the orderly conduct of the proceedings.

3.2 Mail - Whenever these regulations call for or permit a notice or other communication to be delivered by mail, the mailing of such communication by certified mail, postage paid, and addressed to the last known address of the student, shall be deemed to be sufficient compliance with the provision and it shall be presumed to have been received. A student’s failure or refusal to sign a receipt of the communication shall not cause service to be defective.

3.3 Technical Departures From the Regulations - Technical departures from the disciplinary regulations and errors in their application shall not be grounds to void the right of the college to take disciplinary action against a student unless, in the opinion of the Chancellor, the technical departure or error prevented a fair determination of the issue.

3.4 These procedures shall not apply to removal of a student by an instructor pursuant to Education Code §76032.

4.0 Procedures Preliminary to Disciplinary Action

4.1 The Disciplinary Authority shall be notified of an infraction committed by a student. Verbal notification must be followed by a written account within three (3) instructional days.

4.2 The student shall be informed by the Disciplinary Authority of the alleged infraction and of the time and place of the investigative meeting with the Disciplinary Authority.

4.2.1 If the student cannot be reached in person, this notice may be sent by mail according to Section 3.2 above.

4.3 At this investigative meeting, the Disciplinary Authority shall interview the concerned student for the purpose of discussing the alleged misconduct and the disciplinary action, if any, which should be taken.

4.3.1 At this meeting the parties shall have the right to present statements, testimony, evidence, and witnesses, except that neither party shall have the right to be represented by an attorney.

4.3.2 This is an informal meeting, and any relevant evidence on which responsible persons are accustomed to rely may be admitted.

4.4 If the student charged does not attend the meeting and fails to make arrangements for another satisfactory time and place prior to the scheduled meeting, the Disciplinary Authority may review the case and initiate disciplinary action without input from the student.

5.0 Initiation of Discipline

5.1 After the investigative meeting, the Disciplinary Authority may initiate disciplinary action by filing a notice of disciplinary action with the Vice President, Student Services and serving such notice on the student charged.

5.1.1 Minors - If the student is a minor, the notice must also be mailed to that parent, Guardian or other adult responsible for the minor student as identified in the student's permanent personnel file. This notice is to be mailed to the last known address listed, and shall be mailed in accordance with Section 3.2 above.

5.2 The notice of disciplinary action shall contain or include the following:

5.2.1 A copy of the Los Rios District Policies and Regulations (R-2441) and R-2442;

5.2.2 the acts or omissions upon which the charges are based;

5.2.3 the grounds for the disciplinary action as contained in the policies and regulations;

5.2.4 the specific disciplinary action to be imposed;

5.2.5 notification of suspension, if it is to be imposed, and the reasons for it;
5.2.6 a statement that a suspension and/or expulsion from a college shall include the entire Los Rios Community College District and its colleges and facilities; 
5.2.7 a brief statement affording the student the right to appeal; and 
5.2.8 an appeal form, the filling out, signing and filing of which shall constitute sufficient appeal if filed in the prescribed timely fashion.

6.0 Appeal
6.1 Not later than seven (7) days after the service of the notice of disciplinary action upon the student or the mailing of said notice to the responsible parent, guardian or adult described above, whichever is later, the student or parent/guardian may appeal the disciplinary action to the Disciplinary Appeals Committee by filing the completed appeal form enclosed with the notice of disciplinary action with the Vice President, Student Services.
6.2 If the student charged or the parent/guardian fails to appeal the disciplinary action in the prescribed timely manner, the discipline shall be referred to the College President for approval, rejection or modification. Failure to appeal in a timely manner constitutes a waiver of the right to further appeal.

7.0 Hearing by Disciplinary Appeals Committee
7.1 If the student or the parent/guardian appeals the notice of disciplinary action in a timely manner, a Disciplinary Appeals Committee shall conduct a hearing upon the charges contained in the notice of disciplinary action. The student involved or his/her representatives if they have appealed, shall be given not less than forty-eight (48) hours advance written notice of the time, date and place of said hearing.
7.2 The Disciplinary Authority recommending the discipline shall be present at the hearing and the student and the parent/guardian shall have a right to be present.
7.3 The hearing will concern itself with the question of whether the alleged act or omission giving rise to the recommended disciplinary action did in fact occur, and if so, what disciplinary action should be recommended.
7.4 At the hearing, the student may represent himself/herself, or may be represented by another person, except that the student shall not be represented by an attorney.
7.5 During the hearing, each party may, at its discretion, make an opening statement, and present witnesses, documents and other evidence in its behalf. The Disciplinary Authority shall present its case first since it has the burden of proof, except as to matters of defense raised by the student, where the student has that burden.
7.5.1 The opening statement is made to indicate to the committee the case to be offered by that party. The opening statement is not evidence.
7.6 Any witness who is called to testify may be cross-examined by the other party. On cross-examination, in addition to questions concerning specific facts or events as related to direct examination of the witness, the credibility of the witness may be ascertained by questions concerning the witness' biases, perceptions, and recollections related to the facts or events at issue.
7.6.1 The student may also be called as a witness by the Disciplinary Authority after the student has had an opportunity to present his/her case.
7.6.2 The members of the committee may ask questions after the parties have completed their questioning.
7.7 Each side shall have the opportunity to offer rebuttal evidence and to give a closing argument.
7.8 The hearing need not be conducted according to technical rules of court. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.
7.8.1 The committee may exclude irrelevant and unduly repetitious evidence.
7.9 The committee need only find that the facts are established by a preponderance of the
evidence. "Preponderance of the evidence" means evidence, when weighed with that
opposed to it, had more convincing force and the greater probability of truth.
7.10 The hearing may be continued from time to time, and shall be recorded either with a tape
recorder or by a stenographic reporter.
7.11 At the conclusion of the hearing, the Chair of the committee shall prepare a written
decision which includes findings of fact and conclusions regarding the issue of whether the act
or omission charged occurred, and the type of disciplinary action, if any, it recommends.
7.11.1 This decision shall be completed within ten (10) days of the conclusion of the hearing.

8.0 Decision by College President
8.1 The decision of the Disciplinary Appeals Committee shall be transmitted to the College
President for approval, rejection or modification. Neither the student nor the parent/guardian
shall have a right to a hearing by the College President.
8.2 If the President decides to impose a disciplinary suspension, a disciplinary probation, or a
combination of the foregoing, the decision of the President shall be final, and any discipline
imposed shall take effect from and after the date of said decision. Disciplinary suspensions shall
apply District-wide.
8.3 If the President decides to recommend expulsion, the President's decision shall be referred to
the Chancellor for action by the Board of Trustees.
8.4 Within seven (7) days after receiving the decision from the Committee Chair, the College
President shall notify the students by mail as specified in Section 3.2 above of the decision, and
the disciplinary sanction, if any, imposed.
8.4.1 If the College President decides to recommend expulsion, the notice to the student must
include a statement that this recommendation may be appealed by a request for appeal, in
writing, within seven (7) days from the date of the notice from the College President. Such
appeal shall be addressed to the Chancellor, who is the Secretary to the Los Rios Board of
Trustees.
8.4.2 Failure by the student to give written notice of appeal to the Chancellor within the seven
(7) day period shall constitute acceptance of the disciplinary sanction imposed.

9.0 Final Appeal of Expulsion
9.1 A full record of all disciplinary proceedings which are referred to the Chancellor of this District
for decision shall be submitted to the Chancellor.
9.2 The Chancellor shall review the record and make a recommendation to the Board of
Trustees. The Chancellor shall inform the student that the student can request the Board review
be conducted in open session. The decision of the Board of Trustees is final.
9.3 The Board of Trustees shall notify the student, the President of the College, the Vice President,
Student Services, and the disciplinary authority, in writing, of its decision within thirty (30) days of
the date when Board review takes place. Such notification to the student shall be in the manner
described in Section 3.2 above.

2443 Drug and Alcohol-Free
Drug and Alcohol-Free Workplace and College Premises P-2443
2400 Student Rights and Responsibilities
2440 Standards of Conduct and Due Process

1.0 Drug and Alcohol-Free Workplace and College Premises
1.1 The Los Rios Community College District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The District certifies that it will provide a drug and alcohol-free environment by taking the actions required by these Acts.

1.2 It is the intent of the District to make a good faith effort to continue to maintain a drug and alcohol-free environment through implementation of this policy.

2.0 Implementation

2.1 The District will notify students and employees that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and college premises. The notice will include the actions that will be taken for violation of such prohibitions.

2.2 A drug and alcohol awareness program will be established to inform students and employees about the dangers of drug and alcohol abuse and the District’s policy of maintaining drug and alcohol-free workplace and college premises. Information will be provided regarding drug and alcohol counseling and rehabilitation programs and the penalties that may be imposed upon students and employees for violations occurring in the workplace and colleges.

2.3 Each employee will be given a copy of the policy statement annually regarding the drug and alcohol-free workplace and college premises.

2.3.1 Employees will be notified that, as a condition of employment under any federal or state contract/grant to the District, the employee will abide by the terms of the policy. The employee shall notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2.3.2 Within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of conviction, the District will notify the contracting agency in accordance with the Drug-Free Workplace Act.

2.3.3 Within thirty (30) days of receiving notice with respect to any employee who is convicted, the District will take appropriate personnel action against such employee, which may include termination; or require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

2.4 Each student will be given a copy of the policy statement annually regarding the drug and alcohol-free workplace and college premises. Violation of this policy by students shall result in disciplinary sanctions up to and including expulsion, and may include the completion of an appropriate rehabilitation program.

2.5 In addition to disciplinary sanctions, violators may be prosecuted under applicable law.

2.6 Students and employees will be informed of the health risks associated with the use of illicit drugs and the abuse of alcohol, and will be advised of the availability of drug or alcohol counseling, treatment or rehabilitation programs.
3. FERPA
   A. Guidelines for Faculty & Staff Regarding the Release of Student Educational Records

   The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records, except to the extent that FERPA authorizes disclosures without consent.

   One of the exceptions permitted by FERPA, is the release of Directory Information to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Sacramento City College, in the majority of situations, does not release any student information, even Directory Information, without the prior written consent of the student. Directory information is only released to the National Student Clearinghouse. Directory Information released to the Clearinghouse includes:

   1. student name
   2. date and place of birth
   3. dates of attendance
   4. degrees and awards received
   5. field of study
   6. participation in activities and sports
   7. weight and height of members of athletic teams
   8. most recent school attended

   NOTE: Students may withhold Directory Information by notifying the Office of Admissions and Records in writing. Declining the release of Directory Information will prevent the electronic enrollment update for student loan deferments which will then go into collection.

   It is the practice of the Sacramento City College Office of Admissions and Records to NOT release any student records or information without the written consent of the student, other than to school officials with a “need to know”.

   This includes directory information. Directory information is only released to the National Student Clearinghouse.

   For more information about FERPA guidelines, see http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

   B. Guidelines for Release of Student Information:
      1. To The Student
         In person: no signature required after verification of identity; if in the presence of other3rd parties, only release information specifically requested by the student. Phone requests: we do not release any information by phone.  
         Fax requests: we will release information to a 3rd party upon receipt of a written request, signed by the student.

      2. To School Officials
         Student signature not required if requester has “need to know” that pertains to current responsibilities.
3. 3rd Parties, including parents, spouses, other students, references, schools, basically anyone

Student information can only be released with the written consent of the student. Information provided will be only specific information designated by the student. Note: We are not obligated by FERPA to release information to third parties; therefore, it is always best to refer these requests to the Office of Admissions and Records to make this determination.

Security of Student Records:
If your office is in an open area,
• Close all files when not in use or when 3rd parties are present.
• Position computer screen so that 3rd parties cannot see information; log out whenever leaving work area.
• Check to see if printers, copiers, fax machines, etc., are in secure areas; if not, arrange to do so.
• If discussing educational record information with the student, if at all possible, go to a private office or area so that conversations aren’t overheard.
• Do not leave your class rosters and grade sheets where they can be seen by another student.

C. A Look at 10 Important FERPA Changes
ONE: EXPANSION OF PROTECTED PERSONALLY IDENTIFIABLE INFORMATION
Personally identifiable information (PII) formerly consisted of only the student’s name, parent or other family member, address, personal identifier such as a social security number or student number, and personal characteristics or other information that would make the student’s identity "easily traceable." Presumably as the result of technological advances, PII also now includes any "biometric record," which means a record of biological or behavioral characteristics that can be used for automated recognition (e.g. fingerprints, handwriting). The new regulations further expand the definition of PII to include any information that would objectively allow a "reasonable person in the school community," with no personal knowledge of the relevant circumstances, to use that information alone or in combination with other information to identify the student with reasonable certainty (34 C.F.R. §99.3). The new regulations also require an institution to use reasonable methods to identify and authenticate the identity of students, parents, school officials, and any other parties to whom it is releasing PII [34 C.F.R.§99.31(c)].

4. Faculty Handbook:
http://www.scc.losrios.edu/Documents/FacultyHandbook/FacultyHB11-12.pdf

5. Student Guide:
http://www.scc.losrios.edu/x34108.xml
6. Sample Syllabus
Any Class Any Subject Any Semester Any Instructor Class Expectations:
Text and Materials
Assignments
Class Participation
Attendance Policy
Classroom Management
All students must adhere to the Student Standards of Conduct as outlined in the Student guide.
Policies on:
Lateness Disruptive behavior
Classroom discussions
Late Work
Grading
Cell phones/Texting during class

7. Policies and Regulations Pertaining to Sexual Harassment
Students: P-2423, P-2424, R-2423

8. STUDENT GRIEVANCE PROCESS
The informal complaint process and grievance process provide students at Sacramento City College with the opportunity to address concerns that they may have with staff or faculty members or with other students. If a student feels that he or she has been affected adversely by the actions of a member of the campus community, she or he is encouraged to address the matter within ten days of the occurrence. This should be done initially with the member of the campus community involved or with that individual’s supervisor. If the meeting with the staff member, student, or immediate supervisor does not resolve the concern, the student may file a formal grievance within ten days of the occurrence in Rodda North 257.

The LRCCD Regulations addressing the student grievance process are contained in R-2412 including:
2.1 A student believing to have been adversely affected by an act of an instructor, administrator, or other staff of the college must make a reasonable, good faith attempt to resolve the matter within ten (10) days of the alleged act. This should be done on an informal basis by discussing the matter either with the staff member involved, or with the staff member’s immediate supervisor
2.2 If the meeting with the staff member or with the immediate supervisor is not successful in resolving the problem within ten (10) days, the student may file a formal grievance.

Steps in the Grievance process may include the following:
1. A student fills out an SCC, half page, “Student Grievance Form” and the LRCCD full-page form (Forms are shown below).
2. A student makes an appointment with the Student Grievance Officer and is given a card showing the date/time. (Steps a. and b. can occur at the same time.) A student may leave the office to complete the paperwork and then come back to submit the forms and request an appointment.
3. A student may be seen immediately when necessary and possible, as evaluated by the Student Grievance Officer.
4. After the initial meeting with the student, there is a meeting with the individual against whom the grievance is filed — whether that person is another student, a faculty member, or a staff member. Resolution is sought at this local level.
5. When a complaint involves sexual harassment or discrimination, while attempts are made to resolve the concern locally, District Office processes will be invoked.

Forms to Use in the Student Grievance Process:
A. Short Form

Sacramento City College
Office of Instruction
Student Grievance Form
(To be completed by student)

Date:________________________________________
Name:________________________________________
Telephone #:____________________________________
If this concern is about a class, please provide:
Course Name____________________________________
Semester______________________________________
Have you spoken to the person whom your concern addresses? _____Yes          _____No
Have you spoken to the area dean or supervisor? _____Yes          _____No

B. Long Form (LRCCD)

Los Rios Community College District
Student Grievance Form
PART I (To be completed by student)

IMPORTANT TO STUDENT - This form must be filed within 5 days after the conclusion of informal meeting(s) and within 25 days of the date of the grievable act.

(check one)
_____ American River College  Date of Alleged Grievable Act: ____________________
_____ Cosumnes River College
_____ Folsom Lake College
_____ Sacramento City College

Step 1
Name of Student Grievant: _______________________________________________________________
Student ID.: __________________________________________________________________________
What are you grieving? __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
What relief (or result) are you seeking? _________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Step 2: Informal Meeting(s)
Student must complete the Informal Meetings within 10 days of grievable act:
Date: ______________________Met With: _____________________________________________________
Result: ______________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Date: ______________________Met With: _____________________________________________________
Result: ______________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Date: ______________________Met With: _____________________________________________________
Result: ______________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Signature: __________________________Date Completed: ____________________________
9. Los Rios Police Department Guidelines

Los Rios Police Department
10 Tips for Crisis Prevention

1. **Be empathic.**
   Try not to be judgmental of an individual’s feelings. They are real - even if not based on reality - and must be attended to.

2. **Clarify messages.**
   Listen to what is really being said. Ask reflective questions, and use both silence and restatements.

3. **Respect personal space.**
   Stand at least 1 1/2 - 3 feet from the acting-out person. Encroaching on personal space tends to arouse and escalate an individual.

4. **Be aware of body position.**
   Standing eye to eye, toe to toe with the client sends a challenge message. Standing one leg length away and at an angle off to the side is less likely to escalate the individual.

5. **Permit verbal venting when possible.**
   Allow the individual to release as much energy as possible by venting verbally. If this cannot be allowed, state directives and reasonable limits during lulls in the venting process.

6. **Set and enforce reasonable limits.**
   If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.

7. **Avoid overreacting.**
   Remain calm, rational, and professional. How you, the staff/faculty person, respond will directly affect the individual.

8. **Use physical techniques as a last resort.**
   Use the least restrictive method of intervention possible. Employing physical techniques on an individual who is only acting out verbally can escalate the situation.

9. **Ignore challenge questions.**
   When an individual challenges your position, training, policy, etc.... redirect the individual’s attention to the issue at hand. Answering these questions often fuels a power struggle.

10. **Keep your nonverbal cues non-threatening.**
    Be aware of your body language, movement, and tone of voice. The more an individual loses control the less he or she listens to your actual words. More attention is paid to your nonverbal cues.
10. Los Rios Police Communications Center Procedures

<table>
<thead>
<tr>
<th>Communications Center</th>
<th>Your Questions</th>
<th>Our Questions</th>
</tr>
</thead>
</table>

The Los Rios Police Communications Center (LRPCC) is located at Sacramento City College. It is the central communications center of the Los Rios Community College District which is comprised of American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College. The LRPCC is staffed 24 hours a day, seven days a week. The Police Office hours at each campus are from 8:00AM -5:00PM, Mon-Fri. Some of the responsibilities of the LRPCC staff include dispatching officers to emergency and routine calls for service, contacting fire and emergency medical services as needed, monitoring fire and intrusion alarms, monitoring surveillance cameras, and handling requests for service regarding facilities and access issues after business hours.

### Calling the LRPCC

When calling the LRPCC, you will hear the following prompt: "You have reached the Los Rios Police Department. All calls to emergency lines are recorded. If you have an emergency or you need an officer dispatched to your location for assistance, press zero now. If you press zero, your call will be immediately routed to the LRPCC and a dispatcher will assist you.

If you do not press zero, the prompt will continue and you will hear: "If you need non-emergency assistance, please listen to the following options: For facilities or access issues during non-business hours (8AM-5PM M-F), press 1. For parking permit or citation information, lost and found inquiries or other general information, for American River College and its centers press (1), for Cosumnes River College press (2), for Folsom Lake College and its centers press (3), for Sacramento City College and its centers press (4)." If you press 1, 2, 3, or 4, your call will go to a clerk or dispatcher at the corresponding campus with whom you can discuss your issue. With the exception of facilities and access issues, non-emergency calls will only be answered during business hours (8AM-5PM M-F).

### Why is it set up this way?

Dividing the calls allows us to effectively handle high call volume, and only the LRPCC can dispatch officers because the radio system is located there (SCC). In addition, LRPCC staff cannot assist callers with information regarding citations, reports, lost and found information, etc., because that information is generally kept at the specific campuses. Finally, using the prompt allows callers to get directly to the service that they need.

### What is considered an emergency?

- Medical need
- Fire
- Crime-in-progress
- Traffic accident
- Disruptive person/group
- Or any other reason that would require an emergency response

### Why would I need an officer dispatched to my location if it is not an emergency?

- To take a police report for a crime that has already occurred
- To request a safety escort
- To request a funds escort
- To request jumpstart or unlock service
- Or for any other reason that would require an officer to respond to a specific location.

### What are facilities or access issues?

- Heating and air conditioning problems in a classroom/office
- Plumbing or electrical problems
- Lighting problems
- Faulty fire/intrusion alarms
- Safety hazards
- Classrooms/facilities that need to be locked/unlocked
- If you are a District employee who will be using a facility after normal campus hours/one day, the next day.

### It is very important to stay on the line during a call to the LRPCC. The dispatcher's job is to extract information from you by asking questions. Answering the dispatcher's questions will help answering officers or other emergency personnel respond more effectively to the call. For example, if a robbery occurred and the suspect fled the area, officers would have a better chance at apprehension if they had a good description of the suspect, and knew their direction of travel. Do not get discouraged by the questions! While one dispatcher is asking the questions, another dispatcher is on the radio dispatching the officer(s) to your location. The following is an example of the type of information you should provide:

- I am calling from...(location you are at the time of the call)
- I am reporting a...(type of incident, i.e., burglary, assault, etc.)
- That is happening at...
- (where this is occurring)
- My name is...(your name and job title if on the job)
- The person(s) doing this are...(where they are exactly)
- The suspect(s) is/are described as:
  - Race (White, Black, Asian, Hispanic etc.)
  - Sex (Male, Female)
  - Age (Best estimate)
  - Height
  - Weight
  - Hair
  - Eyes
  - Clothing (from top to bottom)
  - Vehicle is described as:
    - Color
    - Year
    - Make
    - Model
    - License Number

(back to top)
Blue Emergency Phones

You will not get a prompt when you use an emergency phone. Emergency phones are linked directly to the LRPCC.

Emergency phones are located throughout all of the Los Rios campuses. Specific locations can be found on campus maps. Get to know the emergency phone locations closest to your classrooms and work locations.

Emergency phones can be used to report crimes in progress, to request safety escorts, jump start and unlock service, or for any other reason that requires a police response.

Los Rios Police 24/7
916-558-2221
From Campus X 2221
TTY 650-2972

911 Fire/Ambulance
Off Campus 911
From Campus 9-911

College Health Centers
ARC
Off Campus 916-484-8383
From Campus X 8383

CRC
Off Campus 916-691-7254
From Campus X 7254

FLC
Off Campus 916-608-6782
From Campus X 6782

SCC
Off Campus 558-2367
From Campus X 2367

www.losrios.edu
www crc.losrios.edu/police
11. **Counseling Department Resources to Support Crisis Intervention Team Process**

Members of the Counseling Department are available to assist students in need of behavioral support. Teams are assigned by day of the week each semester. Procedures are listed below.

<table>
<thead>
<tr>
<th>Front Counter Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Emergency</td>
</tr>
<tr>
<td>Call Campus Police (2221) immediately notify ANY counselor/nurse about situation.</td>
</tr>
<tr>
<td><strong>2</strong> Non-Emergency</td>
</tr>
<tr>
<td>Identify Crisis Team for the day.</td>
</tr>
<tr>
<td><strong>3</strong> Non-Emergency</td>
</tr>
<tr>
<td>Identify Team member that will handle crisis.</td>
</tr>
<tr>
<td><strong>4</strong> Non-Emergency</td>
</tr>
<tr>
<td>Identify Team member that will cover for counselor handling crisis.</td>
</tr>
<tr>
<td><strong>5</strong></td>
</tr>
<tr>
<td>If no team member is available, immediately ask ANY counselor/nurse on duty.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counselor Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Emergency</td>
</tr>
<tr>
<td>Call Campus Police (2221).</td>
</tr>
<tr>
<td><strong>2</strong> Non-Emergency</td>
</tr>
<tr>
<td>Walk to front-counter and evaluate situation.</td>
</tr>
<tr>
<td><strong>3</strong> Non-Emergency</td>
</tr>
<tr>
<td>If it is a crisis, escort student back to counselor’s office for confidential counseling.</td>
</tr>
<tr>
<td><strong>4</strong> Non-Emergency</td>
</tr>
<tr>
<td>If need be, ask fellow team member for assistance with crisis.</td>
</tr>
<tr>
<td><strong>5</strong></td>
</tr>
<tr>
<td>Refer out as needed and follow-up with student (follow-up form to be created by committee).</td>
</tr>
<tr>
<td><strong>6</strong></td>
</tr>
<tr>
<td>Document services provided, forward to SCC Nurses for tracking/follow-up purposes.</td>
</tr>
</tbody>
</table>

12. **LEGAL BASES FOR HANDLING DISRUPTIVE STUDENT BEHAVIOR**

The following principles, derived from law and policy, are important to note in using disciplinary action with disruptive student behavior:

Persons in California, while having a fundamental right to education from elementary through secondary school, do not have a fundamental right to attend a post-secondary institution; community colleges are required to admit only those students who can benefit from instruction.

Federal and State laws prevent discrimination based on handicap, which means that students with physical or mental disabilities cannot be held to higher or different standards. The existence of a diagnosis of a disability is not sufficient grounds to exclude someone from the college - nor is the anticipation or predilection of inappropriate behavior. Behavior is the standard to be used regarding inclusion or exclusion of students. The following laws are relevant to the issue of disruptive behavior:

**A. Laws Protecting the Student**

1. Discriminations on the basis of a mental (or physical) handicap is prohibited: The Rehabilitation Act of 1973 states that “No otherwise qualified individual with handicaps in the United States…shall, solely by reason of his handicap, be excluded from the participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.”
2. California Governmental Code, sections 11135-11139.5 states that "No person in the state of California shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, be unlawfully subjected to discrimination under any program or activity that is funded directly by the state or receives financial assistance from the state."

3. Title 5, California Code of Regulations, section 59301 states that "All programs and activities in the California Community Colleges shall be available to all qualified persons without regard to ethnic group identification, religion, age, sex, color, or physical or mental disability."

4. In addition to non-discrimination, the Rehabilitation Act of 1973 requires that "reasonable accommodation" must be made to the limitations of the disability.

5. Los Rios Community College District Student Conduct Standards and Due Process/Discipline Procedure, details the procedure for a student to file a complaint, including a complaint about a disciplinary action.

B. Laws Protecting the College

1. The laws pertaining to disciplining community college students for "willfully disrupting the orderly operation of the campus" is covered in several Education Codes:

   a. Section 66300 requires the Board of Trustees to adopt rules governing student behavior.

   b. Educational Code 66017 gives authority to the Chief Administrative Officer to take disciplinary action against a student found guilty of willfully disrupting the campus by the campus body.

   c. Disciplinary action may include but need not be limited to, suspension, dismissal or expulsion.

   d. Authority is also given for immediate interim suspension of the student pending a hearing which should be held within 10 days.

   e. Educational Code 76031 gives an instructor the authority to remove a student.

   f. Educational Code 76033 states a student suspension cannot exceed 5 days of instruction unless otherwise provided by regulations of the district governing board.

   g. Educational Code 76031 gives the governing board authority to expel a student.

   h. Educational Code 76035 states a student can only be disciplined for conduct related to college activity or attendance.

   i. Educational Code 76032 and 76033 states that the only reason for suspension or expulsion of a student is for "good cause" which is to be determined by a hearing of the campus body.

   j. Educational Code 76034 defines good cause, which includes but is not limited to the following offenses: continued willful disobedience, persistent abuse of profanity or vulgarity, open and persistent defiance of the authority of, or any threat of force or violence upon a student or college personnel, willful misconduct which results in injury, or damage to personal property owned by the district; use, sale, possession or under the influence of: narcotics, hallucinogenic drugs or substances or any poison classified as such by schedule D, section 4160 of the Business and Professions Code;
willful or persistent smoking in prohibited areas; and persistent serious misconduct where other means of correction have failed to bring about proper conduct.

k. Educational Code 76036 states that whenever a minor is suspended the parents or legal guardians must be notified in writing by the chief administrative officer. When instructors suspend a student who is a minor, they must request a parent conference as soon as possible.

l. Educational Code, Section 87014 requires that an employee of the community college district report to law enforcement authorities whenever any employee is attacked, assaulted, or menaced by a student.

2. California Penal Code, sections 626.4 and 626.6 allows the chief administrative officer or designee (District Police Officer), to withdraw consent for an individual to remain on District properties. The disruption must be material and substantial.

3. California Mental Health Service Act, section 5150 (Welfare and Institutions code) states that a person who is a danger to him/herself or others, or is gravely disabled may be taken against his/her will by a peace officer to a designated mental health facility for evaluation.

In summary, the sole basis for imposing disciplinary sanctions on a student is the student’s behavior, not whether the student has a mental disability. Where the disruptive behavior of the student has been properly documented, the law allows, and, in some situations,

*This section of the handbook was adapted from the Crisis Intervention Resource Guide developed by Santa Rosa Junior College (http://online.santarosa.edu/presentation/page/?7307)
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