I. STUDENT DISCIPLINE/CRISIS INTERVENTION TEAM

The Crisis Intervention Team, working with the Student Discipline Officer seeks to:

- educate the college community about issues related to student behavior, the student discipline process, and supportive resources available to faculty, staff, and students in dealing with issues of student behavior and student discipline.
- prevent behaviors that pose a threat to members of the college community as well as to the individual involved.
- resolve situations that arise in the context of available resources and the tenets set forth in the Los Rios Policies and Regulations as relate to student discipline, Education Code, and Penal Code.

Members of the Crisis Intervention Team include:

- STUDENT DISCIPLINE OFFICER – Elaine Ader, LR111, 558-2062, adere@scc.losrios.edu
- CAMPUS POLICE - Campus Police Station, 558-2221, Representatives – Captain Valerie Cox, coxv@losrios.edu;
- STUDENT GRIEVANCE OFFICER – Julia Jolly, RN257, 558-2407 jollyj@scc.losrios.edu
- COLLEGE HEALTH OFFICE – RN125, 558-2367, Representative – Jeff Christian, christj@scc.losrios.edu;
- DISABILITY SERVICES AND PROGRAMS FOR STUDENTS (DSPS) – STS109, 558-2528, Representative – Gwyn Tracy, tracyg@scc.losrios.edu
- COUNSELING CENTER – RN111, 558-2204, Representative David Rasul, rasuld@scc.losrios.edu
- VICE PRESIDENT STUDENT SERVICES – Michael Poindexter, RN272, 558-2141, poindem@scc.losrios.edu

The offices represented by these members are available to provide support to students, faculty, and staff needing assistance in dealing with student behaviors and possible violations of the student standards of conduct. Other campus personnel may be brought in on an as-needed basis.

II. DISRUPTIVE STUDENT BEHAVIOR*

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 to 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 outline 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.

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**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 2 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 this handbook was adapted from the Crisis Intervention Resource Guide developed by Santa Rosa Junior College (http://online.santarosa.edu/presentation/page/?7307).
III. 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/administrators involved in the incident.

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.

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**SACRAMENTO CITY COLLEGE INCIDENT REPORT**

**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)

*(Go to Page 2 of this form to repeat information if more than one individual is involved.)*

College Staff or Student Reporting Incident

☐ Student ☐ Employee ☐ Other (please specify)

Division (If Applicable) Phone

Email Address

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**EXPLAIN INCIDENT**

Date Time

Division/Geographical Location

Did incident occur during a class? List course title/section# Instructor/Staff/Student

Describe what happened

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Witness (If any, indicate willingness to be contacted)

☐ Student ☐ Employee ☐ Other (please specify)

Phone or other method of contact (including email)

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**DESCRIBE ACTION TAKEN**

Explain

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Referred To Title/Phone#

Transported To

What other college personnel (if any) have been notified?

CIT Member Reporting the Incident

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**CRISIS INTERVENTION TEAM FOLLOW-UP**

Recommendations

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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 orEMPLID 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 orEMPLID or Birth Date (If EMPLID unavailable) ____________________________
☐ Student ☐ Employee ☐ Other (please specify) ____________________________
College Staff or Student Reporting Incident ____________________________
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College Staff or Student Reporting Incident ____________________________
☐ Student ☐ Employee ☐ Other (please specify) ____________________________
Division (If Applicable) ____________________________ Phone ____________________________
Email Address ____________________________
IV. STUDENT CODE OF CONDUCT

(Available in the SCC Student Standard of Conduct and Civility
http://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 Ríos Board Policies and Regulations and SCC Rules and
Regulations. The following Code of Conduct has been adopted by SCC to protect the
rights and privileges of students and to allow the college to function properly (taken from
LRCCD Board Policies and Regulations): Policy 2000, 2440 Standards of Conduct and Due
Process, 2441 Standards of Conduct (http://www.losrios.edu/legal/Policies/P-2000/P-
2000.htm).

1. Misconduct & Discipline

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

   In addition to the above, to provide quality education for all students, the integrity of the
learning process must be maintained.

   It is important that all students understand exactly what is expected and what is
considered inappropriate during the teaching/learning process.

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:
   a. Copying from someone else’s test.
   b. Submitting work that is not your own.
   c. Submitting work presented previously in another course, if contrary to the rules of
either course.
   d. Altering or interfering with grading.
   e. Using material during an exam that is not allowed.
   f. Consulting with someone, other than the instructor, during an exam.
   g. Committing other acts which 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:
   a. 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.
   b. Representing another’s artistic/scholarly work as your own.
   c. Submitting a paper purchased from a research or term paper service.

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

5. Consequences of Dishonesty
Depending on the seriousness of the infraction, the following may occur as a result of the dishonesty:
   • Receive a failing grade on the test or paper.
   • Have a course grade lowered.
   • Receive an "F" in the course.
   • Placed on disciplinary probation or suspension.
   • Expelled.

In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and they shall have the right to participate in an informal investigative meeting with the Student Discipline Officer. At such informal meetings, or even at more formal Discipline Appeal hearings, students may not be represented by an attorney.

6. 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.

7. Drug- and Alcohol-Free Campus
Los Ríos Community College District (LRCCD) 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."

(back to top)
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.

8. 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.

9. Gambling
Gambling is prohibited on campus.

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

11. Demonstrations
Students have the right to demonstrate in a responsible manner, under the following conditions:
   a. Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus.
   b. Demonstrations will neither interfere with free ingress to nor regress from buildings nor block normal traffic flow, pedestrian or vehicular.
   c. 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.
   d. Only persons connected with the college will be permitted to participate in student demonstrations.
   e. Students will not be granted excused absences from classes to participate in demonstrations.
   f. No obscenities, nor challenges that might incite physical reactions, will be tolerated. Students participating in on-campus demonstrations are not immune from civil regulations and penalties.
12. 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.

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

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

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

16. 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.

17. 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.

18. 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).
V. 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 followup 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
   e. If a faculty or staff member is faced with a discipline issue that does not warrant a referral to the Disciplinary 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.

* 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.
VII. LEVELS OF STUDENT DISCIPLINE OUTCOMES
The following forms of discipline may be imposed on a student who is found guilty of misconduct:

1. **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.

2. **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.

3. **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.

4. **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)

5. **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.

6. **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.