

## **STUDENT CODE OF CONDUCT (AP 5500)**

1. When you enroll in the College you assume an obligation to conduct yourself in a manner compatible with the College's function as an educational institution. You may be subject to disciplinary action for any of the following categories: Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is in concurrence with the College President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, or an intoxicant of any kind; or any poison defined in Business and Professions Code section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Possession or under the influence of an alcoholic beverage.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to district property or to private property on campus.
7. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on ethnic group identification, race, color, ancestry, sex, (i.e., gender), sexual orientation, religion, age, national origin, physical or mental disability, or on the basis of these perceived characteristics or based on an association with persons with one or more of these actual or perceived characteristics.
11. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, regular profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. For purposes of this provision, the term "cheating" includes, but is not limited to:
  - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - The acquisition, without permission, of tests or other academic material belonging to the College. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises.
18. The violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
21. Violation of the District's computer use policy or any conduct that constitutes a computer-related crime under Penal Code, section 502.
22. The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments or accommodations to a student with a disability.
23. Solicitation or acceptance of money or other thing of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code, section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code, section 67362.

## **STUDENT CONDUCT PROCEDURE (AP 5520)**

When addressing the incidents of misconduct by students, the following steps will be followed:

### **Step 1. Misconduct reported to the Designated Administrator**

When the Designated Administrator or their designee receives a report of misconduct it is reviewed and determined whether the incident should be directed to the Student Conduct Board. If a conduct hearing is needed, the student will be notified of the date, time and place of the conduct hearing with at least 24 hours notice of the scheduled hearing. (The only exception to this procedure is when a summary suspension is imposed by the Superintendent/President on a student or upon a group of students.)

### **Step 2. A preliminary hearing is held with the Student Conduct Board**

The Student Conduct Board will make known to the student the specific charges of misconduct. This may include testimony from College staff and witnesses. The student will be given the opportunity to answer the charges in person and call witnesses, as appropriate. If the student does not attend the hearing, he/she waives the right to alter any decision made in his/her absence. The Student Conduct Board will hear all sides and then submit their recommendation regarding responsibility and sanctions to the Designated Administrator. After the hearing and review by the Designated Administrator, the student shall be informed in writing of the disciplinary action to be taken. The student has the choice to either accept the disciplinary action (Step 3), or file a request to the Superintendent/President for an Appeals Board hearing (Step 4).

### **Step 3. Disciplinary action is taken**

The disciplinary action noted in the letter is then taken. The Designated Administrator shall report the disciplinary action to the Superintendent/President. If at the end of 48 hours (2 school days), the student does not file an appeal with the Superintendent/President, the student will have waived his/her right to an appeal.

### **Step 4. An appeal is made to the Appeals Board**

When a student does not accept the decision made at the preliminary hearing, he/she may file an appeal to have his/her case considered by the Appeals Board of the College. The steps involved in the appeal process are:

- A. Within 48 hours (2 school days), a written Notice of Appeal must be filed with the College Superintendent/President. The Notice indicates that the student would like to appeal the

disciplinary action. This notice must identify the reason(s) for the appeal based on one or both of the following criteria:

- The student was not given due process
- New relevant information has surfaced since the hearing.

The student must clearly explain how his/her case meets the above criteria.

- B. The Notice of Appeal will be reviewed by the Superintendent/President to determine if there is sufficient reason to forward the case to the Appeals Board. A letter will be sent to the student indicating whether an appeal is warranted. If there is sufficient evidence to justify an appeal, the Superintendent/President will contact the Vice President, Instruction to set up an appeals board.
- C. If an appeal is warranted, a meeting of the Appeals Board shall be convened within five school days from the date of the Superintendent/President's letter. The Board includes one (1) faculty and one (1) student member and is chaired by the Student Conduct Administrator.
- D. The Appeals Board shall review the Appeal Letter and hear the student's response to the charges.
- E. The decision of the Appeals Board, in written form, shall be provided to the student and to the President.

#### **Step 5. The Superintendent/President makes the final decision**

The Superintendent/President has the authority to accept, reject or modify the decision of the Appeals Board and to set the time when any penalty becomes effective. The disciplinary action decision of the Superintendent/President shall be implemented by the appropriate administrator and is final.

#### **REMOVAL FROM A CLASS OR PROGRAM**

An instructor is authorized to remove a student from class on the day of the incident and the next class meeting. A student may be removed from a class or program for the remainder of the term following the process described below. The types of reasons for removal include violations of the Student Code of Conduct (see "Student Code of Conduct" in this handbook).

#### **Steps involved if you are removed from a class:**

1. The instructor will inform you that you are removed from the class or program. If you refuse to leave, the police may be called.
2. A report will be submitted to the Designated Administrator
3. The instructor and the Designated Administrator will discuss the situation and determine appropriate action. Action may include removal for up to two class meetings or the remainder of the term.
4. If permanent removal is recommended, a Student Conduct Hearing will be scheduled (see "Student Conduct Procedure" in this handbook). Until the process is completed:
  - You may not attend class
  - The instructor may not drop you from the class

### **EOPS/CARE PROGRAM**

**EOPS (Extended Opportunity Programs & Services)** is a student support program for educationally and economically disadvantaged students, funded by the State of California and Siskiyou Joint Community College District. It is designed to provide opportunities in higher education for students with academic potential who, without the EOPS assistance, may not have chosen a college education.

**CARE (Cooperative Agencies Resources for Education)** is a student program to assist single parents on CalWORKs or TANF to become successful students and find meaningful employment.

#### **EOPS Eligibility requirements:**

- You must be a California resident.

- You must be enrolled as a full-time student.
- You must not have completed more than 70-degree applicable units of college-level course work.
- You must qualify for the BOGG fee waiver.
- You must be educationally disadvantaged (one of the following must apply):
  - o You do not qualify for college-level math, reading or writing courses.
  - o You did not graduate from high school or obtain the G.E.D.
  - o You graduated from high school with less than a 2.5 GPA.
  - o You were previously enrolled in remedial education courses.

#### **EOPS Services:**

- Academic Advising/Counseling
- Book Service
- Semester Starter kits
- Bus Passes
- Miscellaneous

#### **How to apply for EOPS:**

- Complete EOPS application and submit to the EOPS Office in Eddy Hall. Applications are available beginning the first day of registration for the following semester. Applications are only accepted for Fall and Spring semesters. Apply early because there is a limit to how many students EOPS can accept each semester.

#### **CARE Eligibility requirements:**

- You must first qualify for services from EOPS.
- You must be at least 18 years old.
- You must be single head of household parents.
- You must be receiving benefits through the CalWORKs or TANF program.
- You must have at least one child under 14 years old.

#### **CARE Services:**

- Assistance with childcare costs while attending school or school related activities.
- Textbooks to supplement the EOPS book voucher.
- Course/major required materials.
- Gas vouchers.
- Personal support and encouragement to succeed.
- Special programs and workshops.

#### **How to apply for CARE:**

- Complete CARE application along with EOPS application and submit to the EOPS Office in Eddy Hall.

#### **EOPS/CARE Staff:**

Kim Lopez, Director/Counselor

Stacey Westrum, EOPS/CARE Coordinator- Advisor

Cindy Smith, Administrative Services- Eligibility Technician

#### **EOPS Office:**

Located in Eddy Hall

Phone: 530-938-5309

Fax: 530-938-5379