



Chaffey College
Student Behavior Code

Chaffey College improves lives within the diverse communities it serves through equal access to quality, learning-centered occupational, transfer, general education, and foundation programs. Chaffey College Mission Statement

Chaffey College Behavior Code: All members of the Chaffey College community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of our community and resisting behavior that may cause danger or harm to others which shall include, but not limited to, violence, theft or bigotry. All members of the Chaffey College community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. (Faculty members are encouraged to include this statement in their syllabus).

This document describes Chaffey College's Behavior Code. It specifies prohibited types of behavior and the sanctions that can be applied. Students may be accountable to both external authorities and to Chaffey College for acts which constitute violations of law and this Behavior Code.

The primary responsibility for managing the classroom environment/college service areas rests with the faculty in the classroom and the staff in the college service areas. Students who engage in any prohibited or unlawful behavior that results in the disruption of a class or operation of the college may be directed by the faculty/staff member to leave the class/service area. Longer suspensions from a class/service area or dismissal on disciplinary grounds must be preceded by a hearing with the Dean, Student Discipline/Grievance. The Dean, Student Discipline/Grievance is appointed by the Superintendent/President as the Judicial Affairs Officer (President Designee) of the District to address and administer all judicial affairs (behavior code, academic integrity, and grievance).

Students who engage in the following conduct on Chaffey College premises, or at Chaffey College sponsored activities, or at activities involving Chaffey College recognized organizations may be subject to disciplinary action.

Repeated convictions for violations of the established Chaffey College Behavior Code, regardless of the seriousness of the individual offense involved, or any aggravated violation, may result in either expulsion or suspension from Chaffey College.

Attempts to commit acts prohibited by the behavior code, or assisting others to commit acts prohibited by this behavior code, shall be treated in the same manner as completed violations and subject to the same sanctions.

The following violations are grounds for disciplinary sanctions, which may include suspension from Chaffey College:

1. Obstruction or disruption of the college's educational process, administrative process, or other college function
2. Forgery, alterations, misuse, or unauthorized use of any Chaffey College documents or records, or any instrument or form of identification
3. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity; the open and persistent defiance of authority or persistent abuse of college personnel
4. Assault, battery, or any threat of force or violence upon a student, college personnel, or any other person
5. Willful misconduct which results in injury or death to a student, college personnel, or any other person, or which results in cutting, defacing, or other injury to any real or personal property owned by the District
6. The use, sale, or possession on campus or at any college activity, or being under the influence of, any alcohol, controlled substance, or any poison classified by the Business and Professions Code
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board
8. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct
9. Theft of, or damage to, property of the college or any other person
10. Failure to make good on returned checks cashed by the college
11. Failure to pay debts, such as fines or loans, and failure to return college property
12. Unauthorized entry into college facilities, or unauthorized use of college supplies or equipment, including unauthorized possession or duplication of keys to any college premises
13. Obstruction of the free flow of pedestrian or vehicular traffic on Chaffey College premises or adjacent to Chaffey College premises, or at Chaffey College sponsored activities and reckless driving on college property
14. Gambling or other unauthorized gaming activity
15. Use, possession or storage of any weapon, dangerous chemical, fireworks, or other explosive, regardless of a federal or state license to possess the same issued to the possessor
16. Intentionally false accusations or malicious charges against any other students, staff member, or Governing Board member of the college
17. Hazing or any act that injures, degrades, or disgraces an individual

18. Soliciting or assisting another to do any act, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy
19. Using any communicative device including but not limited to: cell phones, pagers, or PDA's to access or share information during class, testing, instructional activity or meeting with college staff.
20. Theft or other abuse of college facilities and/or computing equipment, including, but not limited to, the following:
 - a) unauthorized entry into a file to use, read or change contents, or for any other purpose
 - b) unauthorized transfer of a file
 - c) unauthorized use of phone or electronic devices such as fax, modem, etc
 - d) unauthorized use of another individual's identification or password
 - e) use of computing facilities to interfere with the work of another student or college employee
 - f) use of computing facilities to interfere with normal operations of the college computing system
 - g) use of computing facilities to send or receive obscene or abusive messages

Computer Use Policy: <http://is.chaffey.edu/districtnetcomputeruse.html>

21. Violation of other state, federal, or local statutes, or college policies, rules, or regulations while on college property, including violation of college policies or of campus regulations concerning student organization, traffic, or the use of college facilities
22. Violations of other published Chaffey College regulations or policies. These policies may include regulations governing the use of computers and networks, parking rules, and regulations governing student organizations
23. Any form of sexual assault, consensual or nonconsensual sexual contact, or any other lewd conduct.

SEXUAL HARASSMENT MUST BE REPORTED DIRECTLY TO HUMAN RESOURCES, 909-652-6532.

Do not use these guidelines or form for sexual harassment.

To process a violation of academic integrity, please see the Academic Integrity Policy

SANCTIONS

Students who violate any standard of conduct shall be subject to the following disciplinary actions. The college may utilize any of the disciplinary actions set forth hereafter without previously using a lower-level of discipline.

A student may receive more than one sanction for a single incident. For example, a student found guilty of stealing may be suspended, be required to make restitution, and be required to complete some form of community service.

ORAL AND WRITTEN REPRIMAND: A student may receive an oral and written warning based on the level of severity of the violation. The oral and written warning is the least punitive sanction available under the behavior code. The student will meet with the appropriate college personnel to address the violation. At that time, the college personnel may issue a warning to the student, which includes the discussion of a no-tolerance for recurrence of the violation and the potential penalty of suspension and/or expulsion. After the meeting with the student, a follow up letter is sent to the student by the Dean, Student Discipline/Grievance confirming the meeting and conversation. In addition, the Dean, Student Discipline/Grievance may also meet with the student and place a student on disciplinary probation. A copy of the letter is placed in the student's permanent student service record (Please see disciplinary probation for details).

FAILING GRADE FOR ASSIGNMENT: Faculty can assign a failing grade "F" or zero (0) on any assignment associated with the student Behavior Code violation. Instructors should make sure all required assignments are mentioned in their course syllabus and that a weight has been assigned to each assignment in the syllabus so there will be no confusion over the consequences of a failing grade on a major assignment, as this may well lead to failing the course. Check with your department for a sample of appropriate language to include on your syllabus.

FAILING GRADE IN COURSE: A failing grade on any assignment due to dishonesty may result in a failing grade for the course. Instructors should include exact language in the course syllabus about academic integrity policies and consequences.

DISCIPLINARY PROBATION: Through the oral and written reprimand sanction, a student may be placed on disciplinary probation by the Dean, Student Discipline/Grievance. The duration of the probation may last up to two (2) academic years. After the duration of the probation is complete, a student will revert to the status of good standing with the institution, unless a reoccurrence of a violation of the behavior code occurs.

SUMMARY SCHOOL SUSPENSION: The student can be removed from a class for the day and the next class meeting. The appropriate college personnel shall complete a discipline form and immediately submit a copy to the student via mail, email or in-person. If the student removed is a minor, the college Superintendent/President or the President's Designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If requested, the college personnel who initiated the sanction shall attend the conference. During the period of

removal, a student shall not return to the class they were summary suspended from without the concurrence of the Dean, Student Discipline/Grievance.

RESTITUTION: A student may be subject to pay for or replace district property that was stolen or damaged due to the student's violation. Arrangements for payment or replacement of damaged or stolen property will be established through the Student Services Office.

SUSPENSION: The Superintendent/President or the President's Designee may place a student on a fourteen (14) instructional day suspension in order to protect lives, property or to ensure the maintenance of order. The Designee may suspend a student from any or all classes and college activities for a period of time up to and including one or more terms for good cause. Whenever a minor is suspended, the Superintendent/President or the President's Designee shall notify the parent or guardian in writing. Prior to imposition of suspension, or within fourteen (14) calendar days thereafter, the suspended student shall be afforded the opportunity to meet with the Superintendent/President or the President's Designee to respond to the charges.

EXPULSION: A student may be expelled by the Governing Board for good cause, to protect lives, property, or to ensure the maintenance of order 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. Prior to imposition of expulsion, or within ten (10) calendar days thereafter, the expelled student shall be afforded the opportunity to meet with the Superintendent/President or the President's Designee to respond to the charges.

OTHER SANCTIONS: Nothing in this section shall be construed to prohibit the Superintendent/President or the President's Designee from imposing a lesser disciplinary sanction than suspension or expulsion. A lesser sanction may include, but need not be limited to, verbal or written reprimands, probation, or ineligibility to participate in extracurricular activities.

Standards of Due Process:

No student shall be suspended for more than fourteen (14) instructional days without first being afforded an opportunity for a hearing. The Superintendent/President or the President's Designee for good cause may suspend a student for up to fourteen (14) consecutive instructional days. Before imposing a term suspension, a student shall be given specific written reasons for the proposed disciplinary action and an opportunity to respond within fifteen (15) calendar days to the Superintendent/President or the President's Designee before a term suspension is imposed.

For disciplinary sanctions longer than fourteen (14) instructional days the procedures, set forth below shall govern:

Right to a Hearing: The student shall be entitled to a hearing before a decision of a term suspension or expulsion is made. After the student has been cited for a violation of the Student Behavior/Academic Integrity Codes, the student has fifteen (15) calendar days to request a hearing. The student and the administration shall be entitled to postpone the hearing for up to five (5) additional calendar days each.

Notice of Hearing: Written notice of the hearing shall be mailed or personally delivered to the student and if a minor, to the student's parent or guardian, no later than ten (10) calendar days prior to the date of the hearing.

The notice shall include:

- The date, time, and place of the hearing
- A statement of the specific facts and charges upon which the proposed disciplinary action is based
- A copy of the disciplinary rules of the college that relate to the alleged violation
- The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice who is a student of the college; except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented to the Vice President of Instruction & Student Services Office not less than five (5) calendar days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance through the Office of the President. The hearing panel may also request legal assistance through the Office of the President; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearing Panel: The Superintendent/President or the President's Designee shall appoint an impartial three-member panel to conduct the hearing, to make findings, and to make a decision based on the Student Behavior /Academic Integrity Codes. The panel shall consist of an administrator, a faculty member, and a student representative. In suspension cases, the panel shall have the authority to issue a final decision.

Conduct of Hearing: The hearing shall be conducted privately with the panel, the faculty/administration, the student, and the student's representative, if any, in attendance. Technical rules of evidence shall not apply, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. The faculty/administration and the student may present evidence, call witnesses, question and cross-examine witnesses.

Any recommendation to expel shall be based upon the preponderance of evidence relevant to the charges introduced at the hearing. No decision to recommend expulsion shall be based solely upon hearsay evidence.

A record of the hearing shall be made. The record may be maintained by any means, including electronic recording, so long as a reasonable accurate and complete written transcription of the proceedings can be made.

Within five (5) calendar days after the hearing has concluded, the panel shall deliberate alone and develop a written decision, including findings of facts to impose a sanction requested by the administration or impose a lesser sanction. If expulsion is determined, the panel's decision shall be submitted to the Superintendent /President to submit to the Governing Board for action at its next regular meeting. A copy of the panel's decision shall be mailed to the student's last known address at least five (5) business days prior to the date of the board meeting.

Right to Appeal: If either party is not satisfied by the decision of the committee, then either party may appeal directly to the Superintendent/President of the college. The Superintendent/President shall review all documents and render a decision to proceed with the original sanction brought forth by the committee or a lesser sanction. Any determination by the Superintendent/President shall be final.

Governing Board: The Governing Board is authorized to 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. If the Governing Board upholds the determination of expulsion, its decision shall be based solely upon a review of the findings of fact submitted by the hearing panel.

The Governing Board may reject or modify the panel's determination by imposing a lesser penalty than that recommended by the panel. Any rejection or modification of the panel's determination shall be based solely upon the board's review of the panel's written findings.

A student who has been sent to the Governing Board for expulsion may request through the Office of the Superintendent/President in writing the opportunity to address the board in closed session for briefly commenting on, or responding to, the panel's decision.

The Governing Board's decision shall be final and the Superintendent/President or the President's Designee shall send written notice thereof to the student.

STUDENT BEHAVIOR REPORTING PROCEDURE

When faced with a student violation of the behavior code, please use the following steps:

1. As soon as possible following the event, complete the Student Behavior Code Violation Form and send the form to the Dean, Student Discipline/Grievance in the Office of the Dean, School of Health Sciences. Based on the severity of the violation, the form can be emailed, hand delivered or sent by campus mail. Please be as precise and detailed as possible regarding the circumstances involved. Attach any additional documentation when available. If possible, inform the student of what action is being taken in regards to his/her behavior code violation based on the options listed on the Student Behavior Code Violation Form. If possible, have the student sign this form. Please note, the student will have the right to view all submitted documents pertaining to the violations.
2. Contact the Dean, Student Discipline/Grievance via telephone or email the same day that the violations occurred to inform him/her that a student behavior code violation form is coming. This guideline is imperative if a student has been removed from class/or the service area on a summary suspension or if the student was hostile. However, if a student does exhibit hostility, please contact the Campus Police immediately at (909) 652-6911 (emergency) or (909) 652-6632 (other business). Campus Police will then contact the Dean, Student Discipline/Grievance (909) 652- 6695.
3. Faculty and managers please make three (3) copies of the Student Behavior Violation Form: one for your records; one for the Dean, Student Discipline/Grievance; and one for the student.
4. The Dean, Student Discipline/Grievance will immediately contact the student based on the action recommended by the instructor or manager completing the form. The student will be contacted and seen prior to the next class period or day the student is expected to attend, if removed from class on a summary suspension.
5. Once the student has met with the Dean, Student Discipline/Grievance and action has been taken regarding the behavior code violation, the student, the instructor and/or managers will receive a letter in writing or via email regarding the outcome of the incident within five (5) business days of the student meeting with the Dean, Student Discipline/Grievance.
6. The student file in the Student Services Office will be updated accordingly.
7. Please be advised for your safety and knowledge the district also has safety training courses: <http://www.csac-eiatraining.org/>. Select "course catalog" and then select a category: Occupational Safety or Employment Law (violence in the workplace is under employment law). Once you have determined the course(s) your staff should complete, please forward a list of employees with Chaffey ID numbers and the course name to this office for course registration.