



#### Administrative Policy

Policy Type:	Student Discipline – Responding to Student Behavioral Incidents/Troubled Students
Policy Number:	2702
Date Adopted:	7/27/2011
Version:	3.0
Review Cycle:	Biennially
Date Last Reviewed:	12/12/2018
Office Responsible:	Student Services
Reviewing Committee:	Customer Focused
Related Policies:	Involuntary Withdrawal, Student Rights, Responsibility and Code of Conduct
Related Laws:	NA

### **Policy Summary**

Jackson College (JC) reserves the right to take corrective action when a student violates the law, College policy, or the Student Code of Conduct. JC shall use due diligence to assure appropriate interventions are taken when violation of law or policy is believed related to an active health/behavioral health condition or diagnosis. This policy addresses the identification of targeted behaviors and the provision for appropriate referral and/or disciplinary action when indicated.

In taking corrective action, JC shall assure that the student is afforded due process when restrictive interventions, discipline or sanctions are administered.

### **Scope**

This policy applies to all JC students at all campus, other instructional locations and properties

### **Policy Statement**

JC shall establish and maintain appropriate procedures to provide for the timely identification, risk assessment, and intervention (including discipline) for incidents arising on College property or operated sites that result in violation of law; and/or College policies, rules and regulations, or conduct requirements.

The Vice President of Student Services shall establish procedures to assure that the policy is administered in a fair and consistent manner. Students shall be advised of conduct expectations and discipline procedures as part of new student orientation. Employee shall be trained in the identification of “troubled student” warning signs and shall be advised of appropriate procedures for referral, intervention and documentation of incidents and/or concerning behavior. The student discipline process shall be administered by Student Services, in consultation with others, as appropriate and in accordance with The Student Rights, Responsibilities and Code of Conduct, Policy #2701. The steps outlined are not necessarily progressive. The College reserves the right to issue disciplinary action at the level of discipline appropriate for the violation.

The college recognizes the importance of behavioral health to academic success and, as such, has developed a behavioral health referral policy to connect students to on and off campus resources. (Policy 2303).

A student may be withdrawn involuntarily from JC if it is determined by the College that the student represents a direct threat to the health and safety of himself/herself or others.

Involuntary Withdrawal (IW): Results in a determination that a student is not capable of benefiting from college participation typically due to a health or behavioral health related condition or diagnosis. IW is not considered disciplinary actions, but applied when a student's observed conduct or actions are a direct threat to a student's health and safety or the health and safety of others.

When appropriate, discipline, concurrent to involuntary withdrawal, shall be determined on a case-by-case basis. When a student has a known disability, it shall be taken into consideration when rendering discipline.

Appeal Rights: Upon notice of discipline/intervention, the involved student(s) shall be provided written notice of their right to appeal. If the discipline results in suspension, eviction, or expulsion the student shall be provided one business day before removal from campus to file an appeal, unless there is a perceived imminent threat of violence. All requests for appeal shall be referred to the Student Ombudsman in accordance with approved policies and procedures.

Readmission: A student expelled from the College may seek readmission. Readmission is addressed on a case by case basis. The provision(s) for readmission shall be stated in the disciplinary action taken by the Dean of Student Services/designee. All incidents will be documented and reported to the Department of Safety and Security, the Student Ombudsman, recorded in CASM and the student's academic file.

## **Definitions**

Dangerous Person: The behavior of the dangerous person threatens the health and well-being of those around him/her. Behaviors which may be considered dangerous to self or others include the following:

- Expressed suicidal thoughts, threats, or the making of suicidal gestures;
- Self-mutilating behaviors, including cutting or burning;
- Threats to others; albeit verbal, physical, virtual or by other means;
- Carrying or brandishing a weapon; and/or
- Intimidating behaviors, including inappropriate touching and/or standing too close to others, harassment or stalking.

Distressed Person: Generally, the behavior of the distressed person causes concern for the personal well-being of that individual, rather than creating a worry for their impact on ourselves or others.

Signs of a person in distress may include the following:

- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work;
- Infrequent class attendance with little or no work completed;
- Dependency (e.g., the person who hangs around or makes excessive appointments during office hours);
- Listlessness, lack of energy, or frequently falling asleep in class;
- Marked changes in personal hygiene;
- Anyone who appears overly nervous, tense or tearful;
- Repeated requests for special consideration (e.g., deadline extensions); and/or
- Reports of sexual or physical assault, or the recent death of a friend or family member.

Disturbed Person: The behavior of the disturbed person often makes those around him/her uncomfortable. Generally, we feel as though the disturbed person is acting irrationally or out of synch with the perceived reality. Signs of a disturbed person may include the following:

- Impaired speech and disjointed thoughts;
- Emotional responses that may be incongruent and/or inappropriate;
- Expressed suicidal thoughts (e.g., referring to suicide as a current option);
- Frequent or high levels of irritable or abrasive behavior;
- Unable to make decisions despite repeated efforts to clarify or encourage;
- Bizarre behavior that is obviously inappropriate for the situation; and/or
- Suspicious and/or paranoid thoughts.

Disruptive Person: The behavior of the disruptive person may or may not include elements of disturbed behavior, but always negatively impacts those around him/her. The disruptive person makes it difficult for routine work or teaching to take place. Behaviors that may be considered disruptive include the following:

- Behaviors which persistently interferes with effective class management/college operations, including an inability to comply with the directives of the instructor;
- Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior, including argumentative questioning or monopolizing of classroom discussions;
- Bullying and/or intimidation of others (e.g., abusive threatening language/gestures, raised voice, unwelcomed advances, or insulting language or gestures.

Due Process: Affords students with substantive fairness and certain procedures or "process" before depriving them of their rights as defined by approved policy.<sup>1</sup>

#### References:

- 1) Due Process and Higher Education, ERIC Clearinghouse on Higher Education: A Systematic Approach to Fair Decision making, Ed Stevens, George Washington University, Nov. 1999.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
11/16/11	Change log added	A. Goings
12/13/2012	Add no trespass order	N. Miller
8/13/2018	Added behavioral health & trespass order combined	M. Kennedy