

**Santa Barbara City College**  
**CRISIS INTERVENTION PROTOCOL**

**A crisis at SBCC can be defined as any of the following:**

**Level 1:** An incident (on or off campus) where a student, faculty member or group of students is involved in an injury, death or major trauma. Examples include:

- a. Tragic accidents leading to death of a student(s) or faculty.
- b. Bombing of a residence hall or college facility.
- c. Violent attack on student(s)
- d. Rape or murder to a student

**Level 2:** A student who is posing a threat to his/or herself or others while on campus. Examples include:

- a. Student is in immediate or potential danger (e.g. delusional or self-destructive).
- b. Student is out of touch with reality (e.g. hearing voices).
- c. Student is threatening suicide.
- d. Stalking another person.
- e. Threatening to harm another person physically or verbally.
- f. Weapon, or threat of one.
- g. Verbal abuse in a threatening manner – leading to immediate danger.

**Level 3:** Inordinate behavior in the classroom. Examples include:

- a. Uncontrollable crying that escalates.
- b. Escalating and persistent yelling.
- c. Any threatening behavior that becomes out of control.
- d. Any behavior that disrupts the classroom.
- e. Deliberate damaging of school property.
- f. Inordinate demand of time in or outside of the classroom.

**Level 4:** Traumatized or grieving victim. Examples include:

- a. A student lost a close friend or family member
- b. A student witnessed a violent act

**The procedure for psychological crisis intervention is as follows:**

**If the crisis occurs on campus:**

1. Contact security at extension 2400.
2. Security will contact the Director of Health Services, the mental health counselor, the Dean of Educational Programs and/or the police. Other campus or community services will be contacted as appropriate.

3. Security and/or health services will document the crisis and when appropriate provide a copy of the documentation to the Dean of Educational Programs: Student Development and/or the Dean of Educational Programs: Student Services.

Note: If the crisis occurs after health services is closed and a night dean is contacted, the dean should contact the Director of Health Services.

4. The Deans will follow-up as necessary with disciplinary actions, phone calls to parents, dialogue with other administrators or other needed actions. This may include meeting with the crisis response team to formulate a plan.

**If the crisis occurs off campus and security is notified:**

1. Security should alert and prepare health services for possible intervention and support. If it occurs during off-hours security should contact the Director of Health Services who will contact mental health to be prepared to deal with the crisis. The Director of Health Services will also contact the Dean of Student Development who will contact Dean of Student Services and the Vice President of Educational Programs who will contact the Public Relations Director and President, as needed.

**If the crisis involves an incident which involves injury, death or trauma to a member of the college community:**

1. Health services/mental health staff will assess and make recommendations as to what interventions will be offered to those affected by the incident (e.g. demobilization, crisis management briefing, defusing, critical debriefing, grief or trauma counseling, classroom or work group processing or contacting instructors).
2. Dean of Student Development or President will contact family of students as needed and HRLA or President will contact faculty, staff or non-student community members.
3. Health services staff will offer services to any victims of a crime or trauma by contacting the individuals, their families or close friends. Mental Health staff will also contact the instructors of the victims, as needed.

**If the crisis is one that affects the community at large and which has an affect on our student population (e.g. war/draft, widespread fire, a huge explosion in town that affects housing):**

1. Health services/mental health staff will offer services for any students that may be affected psychologically.

All press releases are to go through the Public Relations Officer unless directed otherwise by the Executive Vice President or President of the college.

# GUIDELINES FOR HANDLING DISRUPTIVE STUDENT BEHAVIOR

## Introduction

Each individual instructor is charged with the responsibility and the right to establish the teaching and learning environment within the classroom. No individual student (or students) may interfere with the instructors teaching of a course nor deprive other students within the class of their right to learn within the classroom setting.

## Recommendation

- 1). At class onset explain and provide in writing to each member of the class the instructor's expectations including academic work, assignments, **behavior**, attendance requirements, and grading plan.
- 2). Explain that if an individual problem arises you, the instructor, will dictate how resolution can be achieved.

## *What is disruptive behavior?*

According to the SBCC *Standards of Student Conduct*, disruptive behavior can include, but is not limited to, the following:

- Verbal abuse
- Physical abuse or threats
- Willful damage to personal or college property
- Use of drugs and alcohol on college premises
- Inordinate demands for time and attention
- Harassment
- Disruption of a classroom, administrative or campus activity

The disruptive student is one, who through his/her behavior or attitude, interferes with academic or administrative activity on campus.

Disciplinary action is taken on the basis of explicit behavior or attitude, which is in violation of the SBCC *Standards of Student Conduct*, regardless of the cause.

## *What action should you take if you encounter disruptive behavior?*

Disruptions, which are minor annoyances and non-threatening, are expected to cease upon the first request. Repeated behavior will be handled according to the guidelines set forth in the SBCC *Standards of Student Conduct*. Note: These guidelines are applicable to the classroom or to any administrative or campus-related activity.)

**Step 1:** Inform the disruptive student...

- (1) of the appropriate standard of behavior.
- (2) that the disruptive behavior will not be tolerated because it is interfering with the educational process or functioning of a campus activity; or depriving others of the right to learn, the right to service, and/or the right to feel safe.
- (3) that if the behavior continues, he or she will be reported to the Assistant Dean of Educational Programs in SS-260.

**Step 2:** This verbal notice must be followed up in writing, with a copy given to the student at the next class meeting.

**Step 3:** If the behavior continues...

- (1) you have the right to ask the student to leave your class for the day of removal and the next class meeting. This action must be followed up in writing to the student and Mr. Ben Partee, Assistant Dean, Educational Programs.
- (2) If the student refuses to vacate the premises, call Security for assistance at ext. 2264, during the day, and ext. 2400, after 4:30 p.m.

**Step 4:** You must inform, in writing, Mr. Ben Partee, Assistant Dean, Educational Programs, of your actions *immediately* and provide him with copies of any warning notices or suspension letters you have given to the student.

### ***How should you report an incident of disruptive behavior? Who should you call?***

1. Call Security, ext. 2264, days, or ext. 2400, after 4:30 p.m., if the student appears threatening or dangerous.
2. Call Mr. Ben Partee, Assistant Dean of Educational Programs, days, ext. 2825, (in the evening, dial "Operator" and ask for ext. 2638) if the student's behavior is disruptive but there is no imminent danger (e.g., the student stopped the disruptive behavior upon request, or the student is being referred for disciplinary action).
3. Call Student Health Services and Wellness, ext. 2298, 8 a.m. to 6:30 p.m. M-Th., and Fri. 8 a.m. to 1 p.m., if you suspect a student may be emotionally troubled, or you feel other students who were involved in or witnessed the incident need support, or if you need advice on interventions, or would like to make a referral on behalf of a student. Referrals should be accompanied by a *Student Referral Form*, available from the Counseling Office, room SS-135.

It is important that incidents of disruptive behavior be reported so the college can monitor and utilize appropriate intervention to minimize the occurrences of disruptive behavior. When referring or reporting disruptive behavior, be specific, concise and describe observable behavior. Avoid evaluative diagnosis. All verbal reports must be followed up in writing. Referrals should be accompanied by a *Student Referral Form*, available from the Counseling Office, room SS-135 and the Assistant Dean of Educational Programs, Room SS-260.

### ***What happens after a disruptive incident is reported?***

Mr. Ben Partee, Assistant Dean of Educational Programs, Room SS-260, ext. 2825 handles disciplinary matters. The disciplinary action taken will depend on the seriousness and complexity of the disruption. Disciplinary sanctions range from reprimands to expulsion. The individual reporting the incident will be kept informed of the disposition of the case.

### ***SBCC's Disruptive Student Response Team***

In addressing the issue of disruptive student behavior, SBCC has established a *Disruptive Student Response Team* to ensure a quick response to a disruptive incident, rapid dissemination of information and the development of effective intervention strategies. Members of the Response Team include:

**Mr. Eric Fricke**, Security Director (ext. 2264)

**Mr. Ben Partee**, Assistant Dean, Educational Programs (ext. 2278)

**Dr. Erika Endrijonas**, Dean, Educational Programs (ext. 2953)

**Dr. Jack Friedlander**, Executive Vice President, Educational Programs (ext. 2579)

# Student Conduct Intervention Guidelines

## Did you know.....?

- Santa Barbara City College has clear guidelines for appropriate student behavior.
- It is the instructor's right and responsibility to set limits for inappropriate comments and behavior in class.
- It is the instructor's obligation to maintain a respectful and safe atmosphere in the classroom.
- It is recommended that you communicate behavioral guidelines and expectations in your syllabus (See below for sample wording).
- You have the right to ask a student to leave your class if s/he is causing a disruption.
- The *Standards of Student Conduct* outlines behaviors that are inappropriate as well as due process procedures (printed in District policy manual and college catalog and schedule).
- Racist or derogatory comments, verbal abuse, defiant behavior, property abuse, excessive demands for attention, threats made overtly or by innuendo, physical harm, being under the influence of alcohol or drugs are examples of the type of behavior that shall not be tolerated.
- Any concerns regarding student behavior should be documented and referred to Mr. Ben Partee, Assistant Dean, Educational Programs, ext. 2825 or Mr. John Dafoe, Security Director, ext. 2264.
- You can request training on dealing with disruptive individuals that will address your particular department needs.

***Santa Barbara City College recommends that all faculty have a simple statement regarding appropriate behavior in the classroom. Below are sample statements for syllabi addressing student conduct:***

1. "All students shall adhere to the District *Standards of Student Conduct*. Inappropriate behavior in the classroom may result in a referral to the Assistant Dean, Educational Programs for disciplinary due process."  
  
Or
2. "Attend class ONLY if you wish to learn and contribute to this class and your own educational goals. If you can not arrive on time, stay the full meeting and conduct yourself in a way that is respectful of others' desire to discuss and learn, please do not attend."  
  
Or
3. "Standards of Student Conduct: obstruction or disruption of teaching and learning or any college activity shall not be tolerated. A copy of the *Standards of Student Conduct* code is attached for your reference."  
  
Or
4. "All students shall comply with the *Standards of Student Conduct*. If a student disrupts the learning environment in any way s/he will be asked to leave class for the remainder of the class and the next class meeting and may be subject to further disciplinary action."  
  
Or
5. Create your own.

# Santa Barbara City College

## Standards of Student Conduct

### Summary

The following is a summary of the Santa Barbara Community College District Governing Board policies for Student Personnel; Section 3231, *Standards of Student Conduct*; Section 3235, *Student Grievance Policy*; and section 3232, *Alcohol/Drug Use Policy*.

**WE AT SANTA BARBARA CITY COLLEGE**, as members of an institution of higher education, believe that our special contribution to the achievement of the ideal of social justice is to provide a setting in which ideas may be freely explored and objectively examined. A student enrolling at Santa Barbara City College assumes an obligation to act in a manner compatible with the college's functions as an educational institution. These regulations apply on campus and at all college-sponsored activities or at activities sponsored by college clubs or organizations on or off campus, except where specifically limited. Students shall be subject to college discipline for any of the following misconduct, which occurs at any time on campus, or at any off-campus facility or college-approved or sponsored function.

### Adherence to Standards

**ALL SANTA BARBARA CITY COLLEGE** students are encouraged to familiarize themselves with, as well as to conform to, college rules and regulations governing personal conduct on all campuses of the institution. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are *not* limited to, the following . . .

- A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or 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 college.
- D. The use, sale, offer to sell, possession or furnishing of, or presence 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, an alcoholic beverage, or an intoxicant of any kind; 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, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code. The Governing Board may authorize students to serve alcoholic beverages at college-sponsored events.
- E. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
- F. Persistent disruptions or serious misconduct including inordinate demands for time and attention in the classroom, from administrative staff or at campus activity, including, but not limited to, abuse of the disciplinary process, where other means of correction have failed to bring about proper conduct.
- G. Committing or attempting to commit robbery or extortion.
- H. Causing or attempting to cause damage to district property or to private property on campus.
- I.\* Academic dishonesty, including, but not limited to cheating, plagiarism, or using other individuals to take course or placement exams.
- J. Dishonesty; forgery, alteration, or misuse of College documents, records, or identification, or knowingly furnishing false information to the college.
- K. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including but not limited to, its community services functions or of other authorized activities on College premises.
- L. Verbal harassment, physical abuse or hazing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law, on or off College premises, of the person or property of any member of the College community or members of his or her family or the threat of any such physical abuse at any College authorized or governed activity.
- M. Stealing or attempting to steal district property or private property on campus, including, but not limited to the theft or abuse of computer time or knowingly receiving stolen district property or private property on campus.
- N. Unauthorized entry upon or use of College facilities.
- O. Violation of College policies or campus regulations, including, but not limited to, campus regulations concerning student organizations, use of College facilities, gambling and hazing, or the time, place and manner of public expression.
- P. Computer-related crimes or unauthorized, abusive or inappropriate use of campus computers, computer networks and computer software, including violations of software licensing agreements.
- Q. Failure to comply with directions of College officials acting in the performance of their duties, or failure to identify oneself for just cause when requested to do so by College officials acting in the performance of their duties.
- R. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
- S. Unauthorized use of listening or recording devices on campus or at College-sponsored activities.
- T. Attendance at any session of any class by a student or person who is not officially enrolled in that class, except with the prior permission of the instructor of the class.
- U. Possession, sale or otherwise furnishing any firearm, knife, explosive, dangerous chemical 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 concurred in by the college president or designee. Students may possess a facsimile firearm if they are an authorized participant in an educational event related to college activity or college attendance.
- V. Sexual assault, acquaintance or date rape, sexual activity without mutual and expressed consent at any College authorized or governed event.
- W. Engaging in speech or other expression intended to insult or use of "fighting" words or non-verbal symbols directed at an individual's age, sex, race, color, disability, religion, sexual orientation, or national/ethnic origin which is obscene, libelous or slanderous, or which by their very utterance or expression are likely to incite a violent reaction as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- X. Attempting, soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or other discipline pursuant to this policy.
- Y. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.
- Z. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for his or her safety or the safety of his or her immediate family.\* Violations of Standard "I" will be resolved according to the Board of Trustee adopted "Academic Honesty Policy." *(continued on reverse side)*

# Standards of Student Conduct - Summary (continued)

## Authority of Instructors

PURSUANT TO THE AUTHORITY contained in *Education Code* sections 76030-32, the Board of Trustees permits an instructor to remove a student, for good cause, from his or her class for the day of removal and the next class meeting. Removal shall be reported in writing, within one day, to the Administrator in charge of disciplinary matters. A student may be removed if he/she has interfered with the instruction process.

## Due Process Procedures

**THE Administrator in charge of disciplinary matters**, or his/her designee shall act directly in situations where the student has violated local, state or federal laws, or the SBCC *Standards of Student Conduct*. The Administrator in charge, or his/her designee shall review each case of misconduct with the involved student and determine appropriate sanctions and/or remedies. The Administrator in charge, or his/her designee shall inform the student in writing of the college's actions and appropriate means of appeal. A formal hearing to appeal a suspension or expulsion may be requested and shall be arranged by the Administrator in charge of disciplinary matters. For further information regarding the disciplinary hearing process, contact the Office of the Administrator in charge of disciplinary matters (Room SS-260).

Violations of Standard "F" will be resolved according to the Board of Trustee adopted "Academic Honesty Policy."

## Applicable Penalties

**IN ALL SITUATIONS**, a student shall be informed of the nature of the charges against him/her and be given a fair opportunity to refute them. The college shall not take arbitrary actions, and a decision may be appealed. Disciplinary action that may be taken because of student misconduct includes the following sanctions . . .

- |                           |                         |   |
|---------------------------|-------------------------|---|
| 1. Warning                | 5. Long-term Suspension | 8. Hold on Records                                    |
| 2. Reprimand              | 6. Expulsion            | 9. Forfeiture of fees                                 |
| 3. Disciplinary Probation | 7. Restitution          | 10. Participation in Special and/or Community Service |
| 4. Short-term Suspension  |                         |   |

## Student Grievance Procedures

### Reasons for a Grievance

1. A grade, when the student contends it involved a mistake, fraud, bad faith, or incompetence.
2. Act or threat of intimidation or harassment.
3. Act or threat of physical aggression.
4. Arbitrary action or imposition of sanctions without proper regard to academic due process, as specified in college procedures.
5. Violation of student rights, as delineated in college policies.

### Initiating a Grievance

A student shall initiate a grievance by:

1. Informal consultation with the faculty member, administrator, or staff member directly involved.
2. Conferring with the supervisor of the aforementioned person.
3. Submitting a signed statement specifying the time, place and nature of the grievance to the Executive Vice President, Educational Programs.
4. The Executive Vice President, Educational Programs, will determine if sufficient grounds for a hearing exist.
5. If a formal hearing is determined to be necessary, the Executive Vice President, Educational Programs, shall initiate it within ten (10) days.

For further information regarding the grievance procedures, contact the Executive Vice President, Educational Programs (Room A-113-D).

## Alcohol & Drug Abuse Policy

**THE DRUG-FREE SCHOOLS** and Communities Act Amendments of 1989 require institutions of higher education to implement a drug prevention program, which includes the annual dissemination of the following policy on alcohol and drug use.

*Santa Barbara City College is committed to the success of each student and as a college, we realize that the use of alcohol and drugs can be a major impediment to success.*

*There are both physical and psychological health risks associated with drug and alcohol use, including decreased immunity, exhaustion, decreased muscle coordination, depression, confusion and paranoia, among other conditions. In most cases, anyone who uses drugs and abuses alcohol can expect a decline in the quality of his/her life.*

*Through the Health Services and Wellness Program and the Student Athletic Assistance Program (SAAP), SBCC offers classes, educational programming, resources and counseling as well as referrals to community service agency counseling and rehabilitation programs.*

*According to the Standards of Student Conduct, possession, use or distribution of illicit drugs and alcohol on college property or during campus-related activities are subject to disciplinary action. This can be up to, and including, expulsion from SBCC, as well as punishment under California State law, including from six months to one year in county jail, or up to five years in State prison.*

# *Santa Barbara City College*

## **Academic Honesty Policy**

The purpose of this policy statement is to expand, clarify and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as so referenced in the "Adherence to Standards" section of the SBCC STANDARDS OF STUDENT CONDUCT.

### **Definition of Academic Dishonesty:**

- Cheating on an exam or assignment
- Using other individuals to take course or placement exams
- Unauthorized use of commercial "research" services such as term papers
- Plagiarism: Stealing the works or original efforts of others and presenting them, as one's own.

Examples of Plagiarism include:

- failure to footnote sources consulted;
- submitting papers or other work authored/created by others;
- undocumented paraphrasing of ideas originated by others;
- undocumented use of verbatim material originated by others;

Plagiarism is applicable to written, oral, and artistic work.

- Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.

### **Individual First Offenses**

In classroom related activities, on an individual's first offenses, decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor. The instructor shall notify the Assistant Dean of Educational Programs, Student Services emphasis (Ext. 2278) of the incident and penalties imposed. The Dean of Educational Programs shall retain this documentation in his/her files.

In non-classroom activities, the assessment technician or other appropriate staff member shall notify the appropriate Assistant Dean of Educational Programs of the incident and the Assistant Dean shall notify the student of action taken on the infraction.

Penalties for the first offense may include, but not be limited to, the following:

- A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.
- A failing grade for the course.

The student may grieve the determination of cheating using the Student Grievance Policy as administered by the Executive Vice President of Educational Programs (Room A-113D).

The student may grieve the penalty determined by the instructor to the appropriate Dean of Educational Programs for the reasons stated in Policies for Student Personnel, Section 3233.1 (1) Student Grievance policy, (Ed Code Section 76224) and following administrative procedures for responding to grievances regarding grades.

### **Multiple Offenses**

When the Assistant Dean of Educational Programs, Student Services emphasis has determined that a cheating infraction is a second such offense, he/she shall initiate institutional action. Penalties may include, in addition to those listed for a first offense, suspension from the College with forfeiture of fees.

The Assistant Dean of Educational Programs, Student Services emphasis shall inform the student in writing of the penalty(ies) to be imposed. The student may grieve the action of the Assistant Dean of Educational Programs, Student Services emphasis following the Student Grievance Policy.

### **Appeals**

All penalties imposed under the first and recurring offenses shall be suspended during the appeal process.

# SANTA BARBARA CITY COLLEGE

## **GUIDELINES FOR VIOLENT OR THREATENING SITUATIONS**

When a violent or threatening situation occurs the following is offered. Each situation is different and the course of action taken will depend entirely upon the uniqueness of the situation. These are only guidelines.

### WHAT TO DO FIRST

The first course of action to take is to get out of harms way. This may include helping others. It is impossible to advise a person exactly how to react to a serious threat of violence. Each situation is different, and each person has different capabilities in responding to a threat or an actual event. **DO NOT TAKE FOOLISH RISKS.**

### CALLING FOR HELP

When using a regular campus telephone, dial 9 and then dial 911. The call will go directly into the Santa Barbara Police Department Communications Center. They will be able to tell that the call is coming from S.B.C.C, but not the exact location on campus. GIVE THEM DETAILS. This includes information on suspects, weapons, injuries, and exact location.

When using a cellular telephone dial 911. NOTE: All 911 calls from cellular telephones go into the C.H.P. Communications Center in Ventura. Tell the operator that you have an emergency and need to speak with S.B.P.D. You will be transferred to the S.B.P.D. Communications Center. Unless asked, do not give the details to the C.H.P., as you will have to repeat it for the S.B.P.D. operator.

### AS SOON AS YOU ARE OFF THE LINE WITH S.B.P.D. CALL CAMPUS SECURITY.

From a campus telephone call X 2400. From a cellular telephone call 965-0581 X 2400.

Campus Security can be of great help during an emergency. There are two or more security officers on duty most of the time. They will respond to where the problem is to assist and will also meet the emergency vehicles at the kiosk to escort them to the exact location of the incident.

It is important to be aware that S.B.C.C. security staff is not armed. Security staff is instructed to respond, evaluate the situation, and assist in getting the police and other help to the scene as quickly as possible. To the extent possible they will assist with evacuation if necessary, and render aid and comfort to anyone who may be in need.

### **REPORTING AND INVESTIGATING**

The employee who first becomes aware of a threat has a duty to report the incident to his or her supervisor. The administrator responsible for the area in which the incident



## **EMPLOYEE INVOLVED INCIDENT**

Any incident in which a college employee is accused of threatening or violent behavior is to be reported to a supervisor. The supervisor shall ensure that the information is passed on to the Vice President of Human Resources & Legal Affairs. The Vice President of Human Resources & Legal Affairs shall determine who will conduct the investigation.

## **ACCESS TO CAMPUS**

When a student is suspended or dismissed from the college for disciplinary reasons, it is a violation of California Penal Code section 626.2 for that student to come on to campus during the time of the suspension or dismissal.

The law further provides that District representatives may invoke California Penal Code section 626.4. This grants authority to direct any person off campus for no longer than 14 days if there is reasonable cause to believe that such a person is willfully disrupting the orderly operation of the campus.

If a person violates either of these sections they are subject to arrest and could be fined up to \$500 and/or receive 6 months in jail.

## **RESTRAINING ORDERS**

Students, college employees and others who visit the campus may privately seek restraining orders as a result of situations that have occurred off campus. All legal restraining orders do apply on campus.

Whenever a violation of a restraining order is reported on campus, the Security Unit will document the incident and recommend that the person reporting the incident notify the police. The Security Unit does not have the authority to enforce restraining orders, however, will standby with the person reporting the restraining order violation until the police have arrived.

When a violation of any restraining order involves a student committing the violation, a copy of the report will be provided to the Assistant Dean of Educational Programs (SS-260).

When a violation of any restraining order involves an employee committing the violation, a copy of the report will provided to the Vice President of Human Resources & Legal Affairs.