



RESPONDING TO DISTRESSED, DISRUPTIVE, OR THREATENING STUDENTS: **A FACULTY GUIDE**

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A Message from the Vice President for Student Services



Dear IVC Faculty,

Here at Irvine Valley College, safety is at the top of all our minds. We are more committed than ever to provide a safe environment that promotes student access, academic achievement, social justice, and inclusion. We have provided this handbook to help you in your endeavors both in and out of the classroom. We also strive to provide a safe educational environment by offering safety training workshops that provide internal as well as external resources to connect you with a service or person that can address your concern. Your safety and the safety of our students, staff, and administrators is of the utmost importance.

The district has Board Policies and Administrative Regulations in place to protect students and employees in connection with all its academic, educational, extracurricular, and athletic programs. Per BP 4000.5, the district is committed to providing an academic and work environment that respects the dignity of all individuals and groups. The more we become familiar with our policies, regulations, and resources, the better we will be able to handle crisis situations.

Thank you for taking the time to review this training document and become more familiar with the many resources we have on campus. We also have chosen to include a number of community resources beginning on page 39 that can help you prepare for emergencies that might befall the college. Should you have any questions, the following individuals lead our emergency response teams on campus:

Dr. Linda Fontanilla, Vice President for Student Services, Title IX Coordinator, (949) 451-5624

Dr. Elizabeth Cipres, Dean, Counseling Services, Discipline Officer, Title IX Deputy Officer, (949) 451-5410

John Meyer, IVC Chief of Police, Title IX Deputy Officer, (949) 451-5501

Resources are available online as well. In 2015, the district implemented Advocate software for reporting and tracking incidents of Student Code of Conduct violations. Additional information on how to access Advocate can be found on page 31.

Please join me in pooling our efforts to keep our campus safe. It takes all of us to help our students in distress and prevent unsafe incidents from occurring both in and out of the classroom. For further information, please contact the Office of the Vice President for Student Services by emailing lfontanilla@ivc.edu or calling 949-451-5624.

Sincerely,

Linda M. Fontanilla

Vice President for Student Services

INTRODUCTION TO THE FACULTY GUIDE

Most students attend Irvine Valley College without emotional or behavioral problems that influence their own academic success or that negatively impact other students' learning. However, a small number of our students do display distressing behaviors – an even smaller number exhibit disruptive behavior in classrooms, lab areas, offices, field sites and other educational settings, or via electronic means. The behavioral symptoms and problems discussed in this guide are not unique to Irvine Valley College. Rather, they are reflective of a national trend where the rate of overall classroom disturbances in both two-year and four-year colleges and universities has increased in the last decade.

This manual offers specific guidance and practical advice should you need to respond to students who are distressed, disruptive or threatening. In the following pages, you will find:

- Guidelines for **establishing expectations for conduct** in all educational settings, including in the classroom, with on-line classes and electronic communications, in laboratory learning, and with student travel related to field trips and excursions;
- Information on **identifying and responding to distressed students**;
- Directions for **identifying and responding to disruptive students**;
- Instruction in **identifying and responding to threatening or potentially violent students**;
- An outline of the **student discipline procedure**, and
- Important information **regarding students with disabilities, student complaints about other students, students who are minors, and student records access.**

Questions about this manual may be directed to the **Vice President for Student Services at (949) 451-5624.**



IRVINE VALLEY COLLEGE STANDARDS

SECTIONS

A. Establishing Expectations for Classroom Conduct

B. Establishing Expectations for On-Line Classes Conduct and Electronic Communications

C. Establishing Expectations for Laboratory/Workshop Learning

D. Establishing Expectations for Travel – Field Trips & Excursions

Students at Irvine Valley College are responsible for their conduct and for respecting the rights and privileges of others in accordance with the **Student Code of Conduct set by the SOCCCD Board of Trustees (AR 5401) (Appendix A)**. Students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution, and to respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Irvine Valley College is cause for disciplinary action.

As an instructor, you have the responsibility, authority and obligation for establishing appropriate, acceptable academic and behavioral standards for students – in the classroom, in class-related interactions outside of the classroom, and with online communications. The standards you set influence the overall learning environment, as well as how students interact with each other and with you.

A learning environment that incorporates specific academic and behavioral expectations supports students in their intellectual and personal growth while also contributing to each person's sense of safety and well-being.

A. Establishing Expectations for Classroom Conduct

All faculty members are required to prepare a syllabus for each specific class section. In addition to the course outline, the syllabus is where the instructor may define the expected classroom rules of conduct. Communicate your expectations at the beginning of each semester, as well as throughout the semester when needed. Imposing new standards and policies on students after the semester has begun is very difficult.

Examples of behaviors that can be addressed in your syllabus might include:

- Intimidation or harassing behavior
- Inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom or electronically transmitted
- Physical threats or challenges (even when stated in joking manner)
- Obscene or profane language in classroom or transmitted electronically
- Excessive talking
- Late arrival to or departure from class without permission
- Use of cell phones, pagers, or other electronic devices
- Refusal to comply with instructor's direction

B. Establishing Expectations for Online Class Conduct and Electronic Communication

The number of students taking online and distance learning classes has increased, as has the use of electronic communication tools such as Blackboard. With this increase in use comes an avenue for disruptive, threatening or other inappropriate behaviors. Students may make comments electronically that they would not make in person-to-person classroom contacts. Faculty members must establish expectations for students during online and distance classes, and through electronic communications, just as they would for on-campus class meetings.

SOCCCD Administrative Regulation 4000.2 (Appendix B) specifies the rules and regulations for electronic communications. It is recommended that specific language regarding expectations for electronic communication be included on the syllabus for the course.

Included below are **sample excerpts** from syllabi used in online courses:

- Keep in mind that all electronic interaction (e-mail, chats, discussion forums, etc.) are an extension of our classroom and should be treated as such.
- NEVER log on to discussion board or other on-line class activities using the password or identity of another student.
- DO NOT enter a chat room, send an email, or participate in an online discussion under an alias, a false name, or as "anonymous." This is an important rule that everyone must follow so that we may maintain a safe academic environment.
- Remember, it is a violation of the Student Code of Conduct to submit on-line work that was prepared totally or in part by another, or to permit someone else to take an on-line test for you. These violations of the Student Code of Conduct are cause for disciplinary action.

Violations of AR-400.2 can result in revocation of the student's access to the electronic communications network for up to six months, in addition to other disciplinary measures.

For questions related to distance learning classes, refer to Appendix A (Student Code of Conduct) for specific guidelines.

C. Establishing Expectations for Laboratory/Workshop Learning

Many courses are taught in a studio, workshop, or theater setting (e.g., Theatre Technical Production, Video Production). Others require that students enroll in a laboratory or workshop section in addition to the main class (anatomy, chemistry, language classes). Laboratory learning is designed to enhance and provide practice in skills learned in class, and to provide hands-on study of material presented by the instructor. In many instances, the laboratory or workshop experience is taught or supervised by someone other than the instructor (e.g., a teaching assistant). It is important that academic and behavioral expectations are outlined in the syllabus, and are consistent with in-class expectations.

Clear expectations for behavior in a laboratory setting might include, but are not limited to:

- Information on proper use and care of equipment (e.g., computers, machinery, specimens, chemicals, stage props).
- Directions for insuring the safety of the individual student, as well as the safety of other students.
- Dress code information, if applicable.
- Specific directions and restrictions for computer use (e.g., how to log in and out, time restrictions).
- Instructions regarding food and beverages.
- Restrictions on cell phone, texting, laptops, and other electronic devices.
- Limitations on computer use (e.g., no social networking, no homework for other classes, no internet browsing).
- Restrictions on bringing friends or family members to lab.
- Expectations regarding conversations and talking between students.

D. Establishing Expectations for Travel - Field Trips & Excursions

Academic field trips are components of regularly scheduled classes designed to provide experiences connected with specific elements of the course curriculum. Excursions are also trips connected with a course but which require at least one overnight stay.

Students participating in college-sponsored field trips and excursions are expected to conform to the same standards of behavior as published in the Student Code of Conduct (Appendix A). Any violation of the Code of Conduct or of local, state, or federal laws may result in disciplinary action or sanctions by the college.

All field trips and excursions should be clearly identified in the course syllabus at the beginning of the term. Prior to a field trip or excursion, faculty members should provide written expectations for student behavior during the activity, including transit to and from the location(s). These expectations might include, but are not limited to:

- No alcoholic beverages or chemical substances, except personal prescription medication, are permitted.
- Students' parents, spouses, partners, siblings, and/or children may not participate.
- No pets are permitted to participate (except licensed service animals).
- Details related to appropriate dress, if applicable.
- Expectations about fraternizing and personal conduct during any "free time."
- Restriction on smoking in vehicles transporting students.

Advise students of the consequences of non-compliance and take the appropriate action if you become aware that a student is in violation.



IDENTIFYING AND REFERRING A DISTRESSED STUDENT

SECTIONS

- A. The Student in Crisis**
- B. Identifying Distressed Students**
- C. Responding to Distressed Students**
- D. Referring Distressed Students for Counseling**

Most Irvine Valley College students progress through their academic careers without serious emotional difficulties. However, in the contemporary climate of competition and pressure, some students find that stress becomes unmanageable and their distress interferes with their learning. In extreme cases, these students may develop crises or possibly disrupt the learning of others. Many of these students seek assistance from faculty or staff, while others remain isolated and alone with their problems.

A. The Student in Crisis

A psychological crisis is a life event that one perceives as stressful and during which normal coping mechanisms are insufficient. Most crisis situations require immediate or same day attention. Examples of crises situations include:

- Experience of a traumatic event (e.g., sexual assault, witnessing a fatal accident)
- Death of a loved one, family member or friend
- Extreme sadness, depression, panic or anxiety
- Thoughts of self-harm or suicide, or of harming someone else
- Thoughts of harming someone else
- Experience of odd, bizarre or intrusive thoughts

DO	DON'T
<ul style="list-style-type: none">• Take the student seriously.• Be direct and ask questions.• Respond with kindness and warmth.• Acknowledge your concerns and the student's need for help.• Use your office or classroom telephone to call one of these offices for assistance:<ul style="list-style-type: none">• The Student Health and Wellness Center at (949) 451-5221.• The Irvine Valley College Campus Police at 5234.• Walk the student over to the Health and Wellness Center if needed.• Use the Emergency Call Stations located around campus to alert the police if you need assistance. Press the red "Emergency" button for help.	<ul style="list-style-type: none">• Leave a student alone who is in crisis.• Ignore or minimize the situation.• Be afraid to ask the student if he/she is suicidal.• Bombard the student with information, advice or "fix it" solutions.• Expect customary emotional responses.• Don't take anything the student says (or does not say) personally• Do not allow a student experiencing suicidal ideation to leave campus

B. Identifying distressed students

Because of your daily interactions with students, you are in a unique position to recognize those who may be distressed. A distressed student's behavior, especially if it is inconsistent with your previous observations, might be a "cry for help." Your ability to recognize the signs of emotional distress, coupled with your courage to acknowledge such concerns directly to the student, are often noted by students as the most significant factor in their successful problem resolution.

The following behaviors have been identified as the most commonly observed signs of distress among college students. This list is not intended to be comprehensive. You may occasionally meet students who have other behaviors that concern you.

- Misses classes and assignments; infrequent class attendance with little or no work completed
- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work
- Dependency (e.g., the student who hangs around or makes excessive appointments during office hours)
- Repeated requests for special consideration (e.g., deadline extensions)
- Falling asleep in class, listlessness, lack of energy
- Marked changes in personal hygiene; disheveled appearance
- Impaired speech and/or disjointed thoughts
- Marked isolation; alienation from other students (e.g., not welcomed to join classroom group experiences)
- Expressed suicidal thoughts
- Excessive weight gain or loss
- Highly anxious, overly nervous, tense or tearful
- Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior
- Unable to make decisions despite your repeated efforts to clarify or encourage
- Behavior which regularly interferes with effective class management
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present)
- Dangerous behavior (e.g., obvious signs of cutting or burning on body)
- Under the influence of alcohol or drugs

C. Responding to distressed students

Openly acknowledging to students that you are aware of their distress, that you are sincerely concerned about their welfare, and that you are willing to help them explore their alternatives, can have a profound effect. You are encouraged, whenever possible, to speak directly and honestly to students when you sense that they are experiencing academic or personal distress.

Directions for responding to a distressed student:

(chart on next page)

DO	DON'T
<ul style="list-style-type: none"> • Request to see the student in private. • Briefly acknowledge your observations and perceptions of the situation, expressing your concerns honestly and directly. • Listen carefully to what is troubling the student. Let the student "blow off steam," if necessary. Often this conversation alone relieves distress. • Acknowledge that you understand the student's problem. Clarify by asking questions to get a clear picture of the problem. • Identify the key areas of concern and confirm these with the student. • Explore alternatives for addressing the problem. Offer resources and referrals (e.g., Student Health and Wellness Center counseling, Counseling Center, Financial Aid, Campus Police). • Involve yourself only as far as you want to go and are comfortable. Remember, you are not expected to be a mental health expert. 	<ul style="list-style-type: none"> • Ignore the situation. • Minimize the student's feelings (e.g., "Don't worry." "Everything will be better tomorrow." • Be afraid to ask the student if he/she is suicidal. • Take responsibility for the student's emotional state. • Bombard the student with "fix it" solutions or advice. • Chastise the student for poor or incomplete work. • Challenge or agree with any mistaken or illogical beliefs. • Be afraid to seek consultation if you need it.

D. Referring Distressed Students for Counseling

Irvine Valley College has an onsite Student Health Center where students can receive free, confidential psychotherapy. Additionally, Counseling Services & Special Programs offers free, limited counseling, usually in conjunction with academic counseling. Psychological counseling is intended to be short-term and focused on acute care intervention. Students who require long-term psychotherapy and/or whose conditions are outside the prescribed scope of the college health care system are provided with immediate crisis intervention and stabilization, and then referred to appropriate off-campus agencies for further treatment.

<p>Student Health and Wellness Center SC-150</p> <p>Monday – Thursday, 9 AM – 7 PM Friday, 9 AM – 1 PM For appointments: Call (949) 451-5221 or come to SC-150 http://students.ivc.edu/healthcenter</p>	<p>Counseling Center SC-210</p> <p>Monday – Thursday, 8 AM – 7 PM Friday, 8 AM – 5 PM Saturdays, 9 AM – 1 PM For appointments: Call (949) 451-5319 or come to SC-210 http://students.ivc.edu/counselingcenter</p>
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IDENTIFYING AND RESPONDING TO A DISRUPTIVE STUDENT

SECTIONS

A. Identifying Disruptive Students

B. Responding to Disruptive Students

- 1. Give a warning**
- 2. Seek consultation**
- 3. Removal from class by the instructor**
- 4. Seek a voluntary class withdrawal**

Disruptive students interfere with the instructor's ability to teach and/or other students' ability to learn. Instructors and students have the right to expect nothing less than adult behavior from everyone in the classroom. A disruptive student can display inappropriate behavior in a variety of ways and levels of intensity. While some of these behaviors are more dangerous than others, any one of them can derail a class.

A. Identifying disruptive students

Common examples of classroom disruption include, but are not limited to:

- Using electronic equipment for phone calls, text messaging, music, and/or emails while class is in session; cell phone going off during class
- Sleeping in class
- Talking without permission or while the instructor is talking (e.g., side conversations with other students or in a group); talking before being recognized by the instructor; interrupting discussions
- "Grandstanding" for attention (e.g., using classroom discussion to talk about irrelevant subjects; telling tales of one's personal life with no regard to relevancy to the class discussion)
- Excessive and persistent tardiness, especially on test dates; entering class late and continuing to talk to friends
- Creating excessive noise from packing up before class has ended
- Reading a newspaper or book; doing homework from another class
- Leaving before class is dismissed and without prior permission from instructor
- Leaving class to retrieve snack or beverage items; eating in class; gum chewing
- Dressing inappropriately so that other students or instructor are distracted (e.g., wearing pajamas, indecent exposure, offensive words on clothing)
- Passing notes to other students

B. Responding to disruptive students

A number of factors, such as the severity and frequency of a student's misconduct, influence the action that might be appropriate to a specific instance of disruptive behavior. Thus, the following measures do not constitute a fixed procedure that must be followed in each instance. Rather, these strategies should be pursued based on your own assessment of their suitability to the situation with which you are dealing.

1. Give a warning

A rare instance of rude, annoying, or irritating behavior could simply be a sign of a student's immaturity or lack of familiarity with campus culture. However, recurrent acts of disruptive behavior should be addressed in a direct manner. When disruptive behavior first becomes evident, consider reminding the entire class of the need to follow the applicable standard. If the disruption involves a behavior that has not been previously addressed, take the time to communicate your expectations.

Tips for responding to disruptive students:

DO	DON'T
<ul style="list-style-type: none">• Ask the student to remain after class for a conversation or to schedule a meeting.• Discuss the disruptive behavior, clarify your expectations regarding standards of behavior and academic performance.• State the consequences of failing to make necessary adjustments (e.g., removal from class by the instructor, referral to the Dean, Counseling Services).• Make a written record of the meeting.• If the meeting concerned a serious incident, send an email or letter to the student summarizing the conversation (e.g., identifying the disruptive behavior, redefining the classroom expectations, and stating the consequences if the disruptive behavior continues).	<ul style="list-style-type: none">• Ignore the situation.• Avoid the situation as an alternative to setting and enforcing limits and boundaries.• Do not meet alone with any student you believe to be a threat to your personal safety.• Make allowances for the student's disruptive behavior.• Give special considerations (e.g., extensions on missed assignments).• Take any responsibility for the student's behavior.• Allow the student to derail the meeting with complaints about the class or other students.• Be cute or humorous.• Be ambiguous.• Flatter or participate in the student's "games."

2. Seek consultation

Even when there is no threat of harm, you may find it helpful to involve your department Chairperson, or Dean when meeting with a student to discuss unacceptable classroom behavior. The Vice President for Student Services and Dean, Counseling Services is also available for consultation. The added perspective of a campus official will serve to reinforce the importance of your standards and to keep the conversation focused on behaviors rather than personalities.

3. Removal from class by the instructor

On a rare occasion, a student's conduct may be so seriously disruptive or threatening that immediate action is required. **An instructor may remove a student from class for the day of the incident and the next class meeting for any of the causes set forth in the SOCCCD Student Code of Conduct (see Appendix A).** Although permanent removal from a class requires initiation of formal disciplinary proceeding, faculty can remove a student from a single class when necessary to end a seriously disruptive or threatening situation.

- Begin by firmly warning the student that the behavior must stop or he/she will be asked to leave class. If the behavior persists, direct the student to leave for the remainder of the class session. During the period of suspension, the student may not return to the class without the concurrence of the instructor.

- If a student refuses to leave class when directed, use the classroom phone to call the **Irvine Valley College Campus Police Department** (press phone soft key labeled “IVC Campus Police”) for assistance. If necessary, temporarily adjourn the class and call Campus Police. An Officer will be dispatched to your location and, at your request, will remove the student. Please cooperate with the Officer in making a report of the incident.



It is very important you immediately report any removal to the following individuals:

- You must immediately report the removal to the **Dean, Counseling Services by calling (949) 451-5410**. The Dean will take appropriate actions. The Dean will answer any questions you have about proceeding with the student after the incident. The plan can include a conversation between the student and the Dean, Counseling Services which will focus on the conditions for the student's return to class, strategies the student can pursue to participate appropriately in class, and the consequences of further disruptive behavior.
- You must complete the *Public Incident Report* form in Advocate immediately after a student has been removed from class. This form is located at https://soccdd-advocate.symlicity.com/public_report/. Immediately report any removal to your department chairperson.

4. Seek a voluntary course withdrawal

Students cannot be involuntarily withdrawn from a course except as provided by existing SOCCCD policy (consult the **Faculty Handbook**) or through use of the student discipline procedures (Appendix E). In some cases, a student's withdrawal from a course provides the most expeditious way to end disruptive behavior and its corresponding conflict.

Withdrawals are most appropriate when there is a genuine personal conflict that cannot be resolved, and when any necessary administrative approvals have been secured in advance. Students will often respond negatively when they believe they have been given an ultimatum to withdraw from a class. If necessary, enlist the assistance of your department chairperson, academic dean, or the Vice President for Student Services to facilitate the student's withdrawal.

IDENTIFYING AND RESPONDING TO A THREATENING OR POTENTIALLY VIOLENT STUDENT

SECTIONS

A. Identifying Threatening or Potentially Violent Students

B. Emergency Situations

C. Situations Requiring Consultation

D. Meeting with a Threatening or Potentially Violent Student

While faculty and staff are not expected to formally assess the potential danger of students, it is important to be aware of factors that might indicate an elevated risk of threat or violence.

A. Identifying Threatening or Potentially Violent Students

The following behaviors have been identified as threatening or potentially violent:

- Carrying, displaying or brandishing a weapon
- Implying or making a direct threat of suicide or harm to others
- Cursing or extremely loud talking directed at a particular person
- Intimidating through body gestures and/or posture; persistent staring at an instructor or student
- Confrontational, angry, restless or agitated behavior
- Sending threatening emails, letters, or other correspondence to instructor, students or staff
- Engaging in abusive or mean-spirited criticism of the instructor or another student; threatening another student, an instructor or staff member on social media
- Aggressively questioning the instructor's authority, judgment or expertise in front of the class
- Violating others' personal space
- Continuing to insist on speaking with the instructor during classroom instruction
- Bizarre behavior (e.g., talking to someone that is not present)

B. Emergency Situations

If you need **immediate assistance** in response to a threat to your safety or the safety of others, contact **Irvine Valley College Campus Police** by:

Dialing **x5234** from any campus telephone

OR

Pressing the **"IVC Campus Police"** soft key from a phone located in an instructional classroom

OR

Dialing **911** if you are using a cell phone or are off campus

OR

Pressing the red **"Emergency"** Button on any of the **blue emergency call stations** on campus.

Irvine Valley College maintains a Campus Police Department with sworn police officers available 24-hours a day, 7 days a week. A campus police officer can be immediately dispatched to your campus location in the event of an emergency

After the emergency has been resolved by the Campus Police, make the following reports:

- Immediately report the situation to the **Vice President for Student Services at (949) 451-5214**.
- Complete the *Public Incident Report* in Advocate located at https://soccdd-advocate.symlicity.com/public_report/.

C. Situations requiring consultation

If you are **uncertain, concerned or need consultation** about a student who is disruptive, threatening, or inappropriate in any educational setting, or who shows signs of emotional distress or mental illness, contact:

Dean, Counseling Services

(949) 451-5410

or

Vice President for Student Services

(949) 451-5214

The Dean, Counseling Services will assess the situation, make appropriate referrals and take necessary steps to insure the safety and well-being of everyone on campus.

The Dean, Counseling Services also answers questions about whether a student's disruptive behavior is to be addressed under the Student Code of Conduct, and whether the behavior is subject to disciplinary action.

After hours, contact the Irvine Valley College Campus Police at (949) 451-5234. A dispatcher will have an on-call staff person contact you.



D. Meeting with a threatening or potentially violent student

DO	DON'T
<ul style="list-style-type: none">• Arrange a specific appointment to meet with the student.• Alert a colleague or your department chairperson about the meeting. Have a colleague ready to assist, if necessary.• Have an Irvine Valley College Campus Police Officer on "standby" outside your office or with you in your office, as circumstances dictate.• Establish a code word to be used within your department that would serve as a signal to others to dial x5234 (Campus Police Department emergency line) for immediate, emergency assistance.• Keep the door of your office open.• Position yourself so that you can exit the room quickly, if necessary. For example, keep yourself between the student and the door.• Terminate the session immediately if you sense something is wrong.• Avoid body language that appears challenging• Slow down your rate of speech and use a low pitch and volume to reduce the momentum of the situation.• Ask to include your department chairperson to help satisfy the agitated student's need to be heard.• As early in the meeting as possible, elicit the student's goal for the meeting and state your goal. Negotiation of a common goal may be a useful approach to keeping the student focused.• Listen carefully by really paying attention to what is said. Let the student know you will help within your ability to do so and within reason• Ask clarifying questions to maintain control of the conversation and to understand the situation.• Terminate the meeting if the student becomes increasingly agitated or belligerent. If the student does not leave when asked to do so, excuse yourself from the meeting and dial x5234 (Campus Police Department) for assistance.• If a weapon becomes evident, leave immediately and immediately notify the Irvine Valley College Campus Police Department at x5234.	<ul style="list-style-type: none">• Meet alone with an angry or hostile student.• Ignore the situation.• Try to manage the situation alone.• Physically touch an outraged student or try to force him/her to leave.• Agree nor attempt to argue with any distorted statements.• Avoid defensiveness.• Get into a shouting match or argument.• Become punitive.• Press the student for explanations about his/her behavior.• Ignore signs of alcohol and/or drug intoxication.• Agree to go to an unmonitored location with a potentially violent or threatening person.

STUDENT DISCIPLINE PROCEDURES

SECTIONS

A. Filing a Student Behavior/Incident Report

B. Initiation of the Student Discipline Process

C. Range of Disciplinary Actions

1. Verbal reprimand
2. Written reprimand
3. Suspension
4. Expulsion

A full text of the SOCCCD Administrative Regulations: Disciplinary Procedures (AR-5410) is available on the [District's website](#).

A. Filing a student incident report in Advocate

- Any faculty or staff member can file a complaint alleging a violation of the Student Code of Conduct by completing the *Public Incident Report* in Advocate located at: https://socccd-advocate.symlicity.com/public_report/.
- Upon submission, you will receive a confirmation email to the email address that you have entered on the report form.
- Submitted reports are viewed by the campus' Discipline Officer (the Dean, Counseling Services) and the Vice President for Student Services.

If the conduct occurred in the classroom, the instructor may remove the student from his/her class for that day and the next class meeting if the student interfered with the instructional process. During the period of removal, the student shall not return to the class from which he/she was removed without the concurrence of the instructor and scheduling a discipline hearing with the Dean, Counseling Services.

B. Initiation of the disciplinary process

The Dean, Counseling Services initiates formal disciplinary action against a student. Upon review of the Advocate report, a determination is made as to whether or not there is sufficient information to suggest a Code of Conduct violation. If there is evidence of a violation, the following procedures will be followed:

1. The student is contacted by the office of the Dean, Counseling Services and a discipline hearing is scheduled.
2. The student is provided with an opportunity to respond to the allegations. If the student elects not to attend this meeting, a discipline hold is placed on the student's records.
3. The Dean, Counseling Services reviews all of the documentation and determines if further disciplinary action is required. If further action is taken, it is immediately in effect.
4. The student may elect to drop the course. Dropping the course will not terminate the disciplinary process.

C. Range of disciplinary actions

The following disciplinary actions are available/possible:

1. **Verbal reprimand:** A warning that the conduct is not acceptable.
2. **Written reprimand:** Becomes part of the student file for a minimum of five years or longer, and is considered in the event of future violations.

3. **Mental health clearance:** May be required before a student is readmitted to a particular class or allowed to return to district property. The campus chief administrative officer (or designee) must receive a letter from a licensed mental health professional stating that in his or her professional judgment, the student will no longer continue the behavior which gave rise to the disciplinary action or that the student's presence on campus is not a threat to himself or herself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.
4. **Disciplinary probation:** A specific period, during which the student may be restricted from certain campus activities, which may involve any or all of the following:
 - a. Ineligibility for all student government roles;
 - b. Removal from any student government position;
 - c. Revocation of the privilege of participating in district and/or student-sponsored activities;
 - d. Ineligibility for membership on an athletic team;
 - e. Limitation of courses and/or instructors the student may take;
5. **Suspension:** The student may be removed from one or more classes for the remainder of the school term, and/or may be removed from all classes and activities of the SOCCCD for one or more terms. During this time, a hearing is conducted by the Disciplinary Hearing Panel.
6. **Expulsion:** The Board of Trustees may expel a student 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. Expulsion is accompanied by a hearing that is conducted by the Disciplinary Hearing Panel.

The student may appeal a formal disciplinary decision. The appeal must be submitted in writing to the Vice President for Student Services, within ten days of the decision/recommendation. The Vice President for Student Services reviews the appeal and makes a decision available to the student within ten days of receipt of appeal.



SPECIAL ISSUES

SECTIONS

- A. Disruptions Caused by Students with Disabilities**
- B. Student Complaints about Students**
- C. Students Who Are Minors**
- D. Student Records Access**

A. Disruptions caused by students with disabilities

All students, including those who have a disability, are expected to adhere to the Student Code of Conduct. If you believe a student is genuinely experiencing difficulty with inappropriate behavior because of a disabling condition, you may contact **Disabled Students Programs & Services (DSPS) at (949) 451-5630**. If your concern involves an immediate threat of health or safety, contact the **Irvine Valley College Campus Police Department at (949) 451-5234 or the Health and Wellness Center at (949) 451-5221**.

A disabling condition does not constitute an acceptable excuse for violating the Student Code of Conduct. Your decision to initiate a complaint against a student should be based on the student's behavior and not his/her disability.

B. Student complaints about students

When students report classroom or electronic misconduct that you did not witness, they should go to Advocate and file a *Public Incident Report*: https://socccd-advocate.symplicity.com/public_report/.

Students may independently initiate a complaint against another student for violation of the Student Code of Conduct. Students do not have to discuss or review their complaint with anyone.

C. Students who are minors

Irvine Valley College enrolls a large number of dependent minor students through the Special Admission Program for K-12 Students. It is very important to understand that when a minor becomes a student at any college, all rights afforded to parents under Family Educational Rights and Privacy Act (FERPA) transfer to the student. In essence, parents or guardians do not have the right to inspect a student's records or gain access to information related to their attendance at Irvine Valley College.

At Irvine Valley College, any student may access their college records online through MySite. In that way, students have the ability to share enrollment or grade information with their parents/guardians if they choose to do so.

It is the policy of Irvine Valley College that all students act on their own behalf.

Persons other than the student, including parents and guardians, are not permitted to enroll, add/drop classes, request transcripts, submit forms or records on behalf of the student.

Minor students and their parents/guardians must also understand that they are entering a college environment that is designed with adults in mind. Therefore, the atmosphere of the campus in general, and of the classrooms in particular, will frequently reflect an adult population. Minor students and their parents should be aware that:

- Courses may have open discussions about sensitive topics.
- Audio-visual presentations may be graphic in their content.
- Students may be exposed to vulgar language outside of the classroom.
- Instructors cannot sit with underage students while they wait for their ride.

D. Student records access

The Family Educational Rights and Privacy Act (FERPA) and Irvine Valley College policy protect information contained in student records. Except as permitted by law, students must provide written authorization for release of information in their student record to a third party, including matters of student discipline. Additionally, the content of student records cannot be released to any Irvine Valley College faculty or staff member who does not have a legitimate need to know the information as a result of his/her official duties.

With few exceptions, students have the right to access most of their own records (including email correspondence) in which they are identified by name or by other distinguishing characteristics such as student identification number or social security number. Therefore, it is important that you draft all written correspondence as though the student will eventually gain access to it. (Note: Such access does not extend to your personal notes that are only available for your personal use.)

FERPA generally does not prevent the college from releasing student information when necessary in responding to serious health and safety concerns, and to protect the health and safety of other individuals. Therefore, FERPA does not prohibit an instructor, administrator, or other school official from letting a parent, police officer, or other school official know of his/her concern about a student that is based on personal knowledge or observation.

General questions concerning FERPA and student record release practices should be directed to the **Admissions and Records Office at (949) 451-5220 or in Student Services Center, 1st Floor.**

Questions concerning student discipline record release practices should be directed to the **Vice President for Student Services at (949) 451-5214.**



APPENDIX A:

Student Code of Conduct

(AR 5401)

URL:

<http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Office%20of%20the%20Deputy%20Chancellor/BP-5401-AR%20Standards%20of%20Student%20Conduct.pdf>

Irvine Valley College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the SOCCCD Student Code of Conduct set by the district Board of Trustees. Irvine Valley College students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Irvine Valley College is cause for disciplinary action.

Student Code of Conduct

In compliance with California Education Code Section 66300 and in keeping with the above, the following regulations have been established. Students may be disciplined for one or more of the following causes related to college activity or attendance:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or abuse of, district or college personnel.
2. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.
3. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.
4. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.
5. The unlawful use, sale, or possession on district property of or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
6. Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
7. Disorderly, lewd, indecent, or obscene conduct on district property or at district sponsored functions.
8. Sexual assault (as defined in Board Policy 5404) on any student or employee of the District, on campus or off-campus grounds or facilities maintained by the District.
9. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college campus chief administrative officer.
10. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
11. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.
12. Misrepresentation of oneself or of an organization as an agent of the District or college.
13. Soliciting or assisting another to do any act which would subject a student to discipline.
14. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

15. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
16. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
17. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.
 - a. Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
 - Forging signatures on official documents such as admissions cards and financial aid applications.
 - Changing or attempting to change official academic records without proper sanction.
 - Misrepresenting or falsifying successful completion prerequisites.
 - Providing false information, such as immigration materials, during the admission or matriculation process.
 - Falsifying one's identification or falsely using identification.
 - Logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
 - Citation of data or information not actually in the source indicated.
 - Including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
 - Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 - Submitting as the student's own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
 - Taking a test for someone else or permitting someone else to take a test for a student.
 - b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
 - Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 - Taking sole credit for ideas and/or written work that resulted from collaboration with others.
 - Paraphrasing or quoting material without citing the source.
 - Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
 - Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
 - Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
 - Modifying another's work and representing it as one's own work.
 - c. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
 - Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
 - Completing, in part or in total, any examination or assignment for another person.
 - Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or online assignments which have been completed by someone other than the student).
 - Copying from another student's test, paper, lab report or other academic assignment.

- Copying another student's test answers.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
- Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
- Storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
- Employing aids excluded by the instructor in undertaking course work.
- Looking at another student's exam during a test.
- Using texts or other reference materials (including dictionaries) when not authorized to do so.
- Knowingly gaining access to unauthorized data.
- Altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.

18. Contravention of Copyright Laws

19. Violation of District Board Policies and Administrative Regulations

Victims of Sexual Assault

Any student, faculty, or staff member who is a victim of a sexual assault at or on the grounds of the South Orange County Community College District, or upon grounds or facilities maintained by the District, or upon grounds or facilities maintained by affiliated student organizations, shall receive treatment and information set forth in Administrative Regulation 5404 (California Ed. Code, Section 67385).

For a copy of Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol see the Vice President for Student Services in A107 or the Assistant Dean, Health, Wellness and Veterans Services in the SSC (Student Services Center) 150.

Alcohol and Drug Enforcement Policies and Education

The South Orange County Community College District and California State law prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students on college property or as part of any college activity. [California Ed. Code, Section 76033 (a) and South Orange County Community College District Board Policy and Administrative Regulation 5401—Code of Conduct] The Federal Controlled Substance Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Non-Smoking Rules and Regulations

The intent of this administrative regulation is to provide a healthy environment and to ensure the availability of information and programs related to the effects of smoking on the health and well-being of the students and staff of the South Orange County Community College District.

1. As of May 26, 2015, Irvine Valley College is a smoke-free campus.
2. Using tobacco products such as cigars, cigarettes, pipes, electronic cigarettes (vapor), and smokeless or chewing tobacco is prohibited within any college facility and outside area of campus. The campus extends from Irvine Center Drive to Jeffrey Road to Barranca Parkway. This rule applies to students, faculty, staff, administrators, visitors and the general public attending campus events. Violators could be subject to citation.
3. Vehicles transporting students for instructional/extracurricular activities are considered nonsmoking areas.
4. Smoking-cessation programs will be presented under the auspices of the Student Health and Wellness Center and the employee wellness program.
5. A district committee composed of representatives from the colleges and district services will review the regulations periodically.



APPENDIX B:

Guidelines for Electronic Communications

(AR-4000.2)

URL:
http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Office%20of%20the%20Deputy%20Chancellor/BP-4000.2-AR-Electronic_Communications.pdf

This administrative regulation is intended to inform all users (employees, students and guests) of the South Orange County Community College District of the rules regarding use of the District's digital information network. The digital information network consists of District owned equipment such as computers, computer networks, electronic mail and voice mail systems, internet services, audio and video conferencing, and related electronic peripherals like cellular telephones, modems and facsimile machines. The digital information network is owned by the District and is to be used for District-related activities only. If District employees, students or guests interface personally-owned equipment with the District network, they will be required to adhere to District policies and regulations.

A. Permitted Uses of the District Digital Information Network

Use of the digital information network is intended to enhance the availability of educational materials and opportunities for employees, students and guests. Therefore, students and faculty may only use the network for educational and work-related purposes. Guests in the Saddleback and Irvine Valley College Libraries may use the system on a limited basis with specific prior authorization from library staff and for educational and/or work related purposes only. Guests must present identification to library staff for authorization and guest usage must not preclude student use.

1. Guests and students are permitted access through open workstations provided by the District at multiple locations, including on campus and in classroom/laboratory environments.
2. Employees are provided access through the above, or through assigned District-owned computers.
3. Connection of privately owned computer equipment to campus wireless network is permitted.
4. Connection of privately owned computer equipment to the network by physical (cable) or wireless means is permitted when authorized by an administrator of one of the technology organizations at the college or the District to ensure compatibility of equipment. Such authorizations will be in written form issued by a systems administrator indicating the person(s) is/are authorized to use personal equipment, and other relevant network information assigned to the equipment in order to enable use on the network.

B. User Responsibilities

Users shall not access information contained in restricted data bases, files, and information banks, without permission from authorized District staff.

Personal passwords/account codes will be created and issued to users to protect employees and students. Users agree to represent themselves according to their true and accurate identities in all electronic messages, files, and transactions. These passwords/account codes shall not be shared with others, nor shall employees or students use another party's password/account code except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords and account codes protects employees and students from wrongful accusation of misuse of electronic resources. If a communication is authored out of a password-protected system, the presumption will be that the owner of the password authored it.

Users have no right to privacy in any material on the network and /or e-mail system. The District reserves the right to monitor network and e-mail use for any business reason, including for the purpose of determining whether a violation of

Board policy, administrative regulation, or law has occurred, and reserves the right to remove any materials or information found to be in violation of Board policy, administrative regulation, or law. In addition, the District must perform necessary maintenance of the digital information network which may also require access to information in user files, or files in the system which contains personal data.

C. Prohibited Uses

Use of the digital information network is a privilege and not a right of any employee, or student member, and that privilege may be modified or revoked at any time by the District for violation of District policy or administrative regulations, or any violation of law.

Prohibited uses which will result in revocation of user privileges and may result in additional action taken by the District as necessary and appropriate include, but are not limited to, the following:

1. Communicating any information concerning any password, user account, personal identification number or confidential information protected by law without the permission of its owner or the controlling authority of the computer facility to which it belongs.
2. Forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.
3. Using District communication systems to solicit or conduct non-work related business.
4. Fundraising of any kind, except fundraising by faculty or staff that is work related
5. Retrieving, viewing, or disseminating any material in violation of any federal or state regulation or District policy. This can include, but is not limited to, improper use of copyrighted material and improper use of passwords or access codes.
6. Damage, theft, or alteration of system hardware or software.
7. Disconnecting or otherwise tampering with District owned computers or network equipment and connections.
8. Connecting privately owned computers or other network capable devices to the network without appropriate authorization as specified from the system administrator.
9. Using any device to monitor, discover, or otherwise ascertain (i.e., "sniffing" or "hacking") information regarding network operations not intended for public knowledge or consumption.
10. Placement of unlawful information, computer viruses, or harmful programs on or through the computer system.
11. Entry into restricted information on systems or network files in violation of password/account code restrictions.
12. Interfering with the rights of others to use the District's systems.
13. Displaying images or audio that is obscene, sexually harassing or otherwise violates the District's rules prohibiting harassment.
14. Violating any laws, including but not limited to copyright laws or laws regarding obscenity, or participating in the commission or furtherance of any crime or unlawful activity.
15. Unsolicited email, social networking, streaming audio, streaming video, or multi-player games impose a substantial burden on the system, and are not allowed, with the exception of those services that serve educational or work-related purposes.
16. For Students - Use of the network in furtherance of any violation of the Student Code of Conduct.
17. For Employees – Use of the network in furtherance of any violation of applicable District policies or administrative regulations.
18. Employees or students may not use copyrighted materials without the permission of the copyright holder. The connections represented by the Internet allow users to access a wide variety of media. Even though it is possible to download most of these materials, users shall not create or maintain archived copies of these materials unless the materials are in the public domain (e.g., freeware, shareware, etc.).

D. Incidental Personal Use

Users of a district electronic communications system may use the system for incidental personal purposes for short periods of time, usually consisting of a few minutes per day, provided that such use does not:

1. Directly or indirectly interfere with the District's operation of electronic communications resources;
2. Interfere with the user's employment or other obligations of the District;
3. Burden the District with incremental costs; or
4. Violate any of the specific uses described in Paragraph III.

The District is not responsible for any loss or damage incurred by an individual as a result of personal use of District electronic communications resources.

E. Enforcing This Regulation

Due to the open and decentralized design of the Internet and the digital information network, the District cannot protect individuals against receipt of material that may be offensive to them. Likewise, individuals who use email, or those who disclose private information about themselves on the Internet or across the digital information network, should know that the District cannot protect them from invasions of privacy by third parties or other users. The Vice President of Student Services will determine violations by students, the Vice Chancellor of Technology and Learning Services will determine violations by District employees, the Director of Information Technology will determine violations by College employees, and the Dean of Library and Learning Resources will determine violations by guests. These administrators may with the approval of the Chancellor name designees who will perform these functions. District employees and other users may informally resolve unintentional or isolated minor violations of use policies.

1. Student Violations - Individuals may report a suspected violation of this regulation or board policy by a student to the supervisor of the library/laboratory. In turn, the library/laboratory supervisor will contact the Vice President of Student Services or appropriate designee (the "Administrator"). The Administrator shall determine whether a violation of this regulation or of board policy has occurred. If the Administrator determines that a violation has occurred, the Administrator may take action to suspend or revoke the user's privileges. Thereafter, the Dean, Counseling Services may also submit the matter to the appropriate District department for a determination of whether additional action should be taken. Possible sanctions include the deletion of materials found to be in violation of this regulation or of a board policy, loss of user privileges, student discipline, and other sanctions available within the judicial processes.
2. Employee Violations - Individuals may report a suspected violation of this regulation or board policy by District employees to their supervisor. In turn, the supervisor will notify the appropriate Academic Administrator (Vice Chancellor of Technology and Learning Services) for district employees, Director of Information Technology for college employees or their designee (the "Administrator"). The Administrator shall then determine whether a violation of this regulation or board policy has occurred. If the Administrator determines that a violation has occurred, the Administrator may take immediate action to suspend or revoke the user's privileges. In the event a user's privileges are suspended or revoked, the Administrator will provide the user with written notice of the suspension or revocation, and provide a statement of reasons for the action taken. The Administrator may also submit the matter to the appropriate academic or classified staff supervisor or administrator for a determination of whether disciplinary action should be taken pursuant to established District collective bargaining agreements, District policies, administrative regulations, and/or other applicable laws, rules, or procedures.
3. Guest Violations - Individuals may report a suspected violation of this regulation or board policy by a guest to the supervisor of the library/laboratory. In turn, the library/laboratory supervisor will notify the Dean of Library and Learning Resources or designee (the "Administrator"). The Administrator shall then determine whether a violation of this regulation or of board policy has occurred. If the Administrator determines that a violation has occurred, the

Administrator may take immediate action to suspend or revoke the user's privileges. In the event a user's privileges are suspended or revoked, the Administrator will provide the user with written notice of the suspension or revocation, and provide a statement of reasons for the action taken. If requested by the user, the Administrator will meet with the user within five business days. The Administrator may also submit the matter to the College President for a determination of whether additional action should be taken. Possible sanctions include the deletion of the materials found to be in violation of this regulation or board policy, loss of user privileges, and other sanctions available within the judicial processes.

4. Appeals – Students may appeal imposition of discipline for violation of this policy under the procedures set forth in Administrative Regulation 5401 for student discipline generally. Students may appeal revocation of privileges with regard to the system pursuant to the procedures set forth below. Employees may appeal imposition of discipline and revocation of any privileges pursuant to the procedures under the District's personnel policies and any applicable collective bargaining agreements.
5. Revocation for Students – Repeated violation of this policy by a student will result in revocation of the student's access to the electronic communications network for a period not exceeding six months, in addition to any other discipline. Students will be provided three (3) days notice of a decision to revoke privileges. The Administrator will prepare the notice, which will include a statement of the reasons for revocation, of why the action is necessary to enforce the administrative Regulation or other rules or laws, and of the student's rights under this section. A student may appeal the decision by submitting a request in writing to the Dean, Counseling Services within five (5) days of notice of intent to revoke, and this action will temporarily suspend the proposed revocation. The petition will be reviewed by the Dean of Students Services or a designee who will conduct a conference if requested by the students and will issue a final decision within five (5) days of receipt of the petition, at which point privileges may be revoked. Following the conference, the student may within five (5) days demand a hearing challenging the revocation. The hearing and any appeal from it will be conducted by the Disciplinary Panel pursuant to Administrative Regulation 5401, Part V, but subject to the time limits set forth here. The Notice provided in Part A.A will be provided as soon as practicable. The hearing will commence within three (3) days of the student's demand or a longer period of up to fifteen (15) days later if the student requests. The panel conducting the hearing on behalf of the College will reach a final decision within three (3) days after the conclusion of the hearing. The panel will issue a written decision explaining the evidence and the basis for its decision. Following exercise of any appeal rights pursuant to Administrative Regulation 5401, Part V, and the decision will be final. The student should contact the District within five (5) days thereafter if he or she intends to request judicial review. The student may waive the preliminary conference and proceed directly to a Disciplinary Hearing by providing notice to the Dean, Counseling Services. The administration may immediately revoke a student's access to the electronic communications network in compelling circumstances, including to prevent the commission of illegal acts, to prevent harm to person or property, to prevent loss of significant evidence, or if the student continues willfully to refuse to abide by the District's policy. The student may challenge immediate revocation pursuant to the foregoing procedures.

APPENDIX C:

Guidelines for Behavior Intervention & Resources for Consultation and Referral of Students

Hostility, verbal aggression, depression, isolation and withdrawal are key signals that should not be ignored. Disregarding early warning signs facilitates escalation. It is better to offend a student by "over-reacting" and apologize than to fail to act in the interest of everyone's safety. Below are three categories of behavior and actions, which need attention and a response.

<p>MILD RISK--WARNING SIGNALS (opportunities for preventive strategies)</p> <ul style="list-style-type: none"> • Pronounced and sudden change in attendance patterns: tardiness and increased absences • Change in behavior: withdrawn, irritable, confrontational, depressed, angry. • Negative change in attitude: significant change in the way student interacts with staff and/or students • Minor disruptive behavior. 	<p>What I Should Do:</p> <ul style="list-style-type: none"> • Make time to meet with student one on one. • Invite student to discuss problems that may be interfering with their academic goals after class or during office hours. • In a non-threatening and non-punitive fashion comment on your observations and express your concern. • Inquire as to what circumstances may be causing changes in behavior (document and provide to Behavioral Resource Intervention Team via referral form). • Refer to appropriate student services; discuss with Department Chair and/or dean.
<p>MODERATE RISK</p> <ul style="list-style-type: none"> • Negative/hostile attention seeking behavior: Behavior interferes with educational goals; cheating. • Threats to harm self or others, directly or indirectly: jokes, sarcasm, hints, symbolic gestures, drawings, writing assignments. • Withdrawn behavior of increasing concern: vacant stare, crying or deep sadness. • Openly confrontational with faculty, staff and/or students: agitation or intimidating behavior, no participation in class discussions and activities with passive/aggressive behaviors and acting out. 	<p>What I Should Do:</p> <ul style="list-style-type: none"> • If you feel safe, meet with the student one-on-one. • Brainstorm with department chair or dean — consider asking them to join you with student. • Express your interest in the student's well-being. • In an <u>objective, firm, and non-punitive</u> fashion, describe the problem behavior. • Set clear guidelines regarding appropriate behavior. • Obtain an escort for the student to the Health and Wellness Center or Counseling Center if student agrees to counseling. • Complete a <i>Public Incident Report</i> in Advocate (online) • Or contact the Counseling Center (949) 451-5319 or Health and Wellness Center (949) 451-5221.

GUIDELINES FOR BEHAVIOR INTERVENTION (continued)

EXTREME RISK (RED FLAG) <ul style="list-style-type: none"> Continued demonstrations of odd or disruptive behaviors that you have previously discussed with student. Aggressive and threatening behavior or gestures. Escalating plausible threats with either raised voice or detached behavior. Visible agitation, physical tension. Threat to harm self or others. 	What I Should Do: <ul style="list-style-type: none"> Call Campus Police: (949) 451-5234. Remain calm, do not engage in argument. Keep distance between you and student. Allow student a way to exit; do not allow yourself to be trapped. Reduce noise, talking, questions and/or stimulation. Ask the student to leave. If the student refuses to leave, remove yourself and others from the situation. Campus police will notify appropriate administrators.
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Irvine Valley College Resources for Consultation and Referral of Students

CAMPUS RESOURCES	V.P. Student Services	Campus Police	Dean, Counseling Services	Counseling Center	Health & Wellness Center	Disabled Student Programs and Services	Div. Dean
Phone Numbers* (<i>All numbers begin with area code 949</i>) Working with a student who exhibits the following behaviors:	451-5214	451-5234	451-5410	451-5319	451-5221	451-5630	
Possesses an immediate danger to self or others	.	.	.				
Writes or verbalizes a direct threat to another person	.	.	.				
Displays anger or hostility inappropriately			.				
Sleeping in class			.				.
Continuously uses cell phone and causing disruptions			.				.
Exhibits behavior that seems bizarre or out of touch with reality			.		.		.
Shows signs of alcohol or drug abuse	.	.	.				
Seems overly emotional, e.g. aggressive, depressed, demanding or suspicious			.				
Continuously disrupts class and refuses to stop			.				
Is the subject of complaints by other students regarding behaviors			.				
Comes to class, lab, or an office drunk or high			.				
Other Concerns:			.				
Talks about homicide or suicide			.				
Is a victim of violence, stalking, intimidation or domestic abuse		

Is having difficulty due to illness or death of a friend or family member			•		•		
May have a disability			•		•	•	
Reports sexual harassment or civil rights discrimination	•	•	•				
Violates principles of community or commits a biased based behavior	•		•				•
Is a victim of a biased based behavior	•	•	•				

Campus Police is available 24 hours, 7 days a week

Campus Police Emergency: ext. 5234 or press "IVC Campus Police" soft key from classroom phones

In case of Emergency call 911, from campus phone 911

Press the red "Emergency" button on any of the blue emergency call stations on campus



APPENDIX D:
Public Incident Reports in Advocate:
Referral for Student Code of Conduct Violation
(Walkthrough on Next Page)

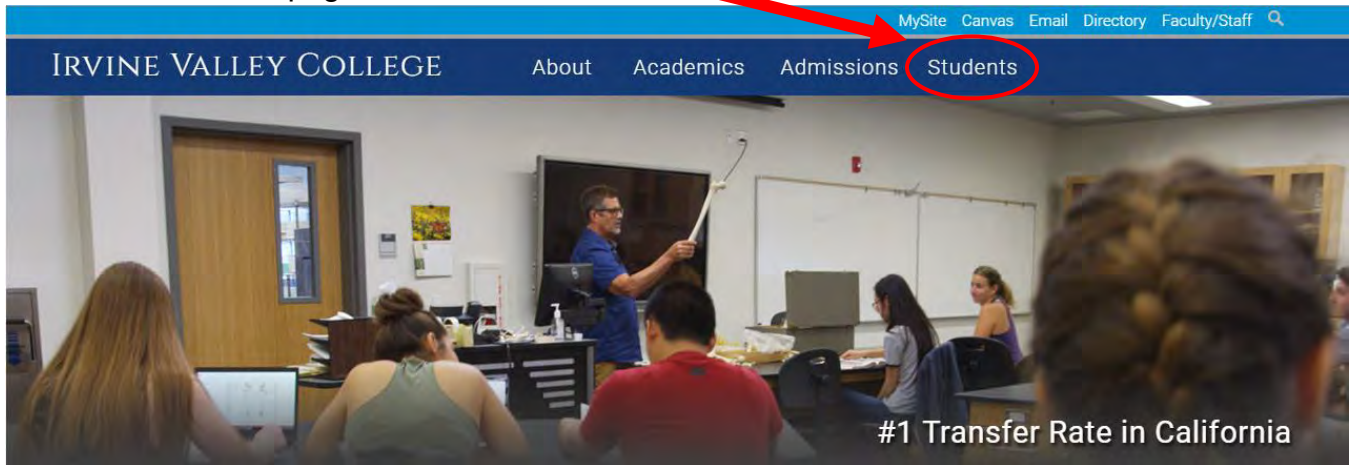
The South Orange County Community College District *Public Incident Report* in Advocate is to be completed in the event that a student has violated one or more of the SOCCCD Standards of Student Conduct as stated in AR 5401. A summary of the General Provisions portion of AR 5401 is included in this Faculty Guide as Appendix A (beginning page 20).

Any faculty or staff member who encounters a student violating the Student Code of Conduct should

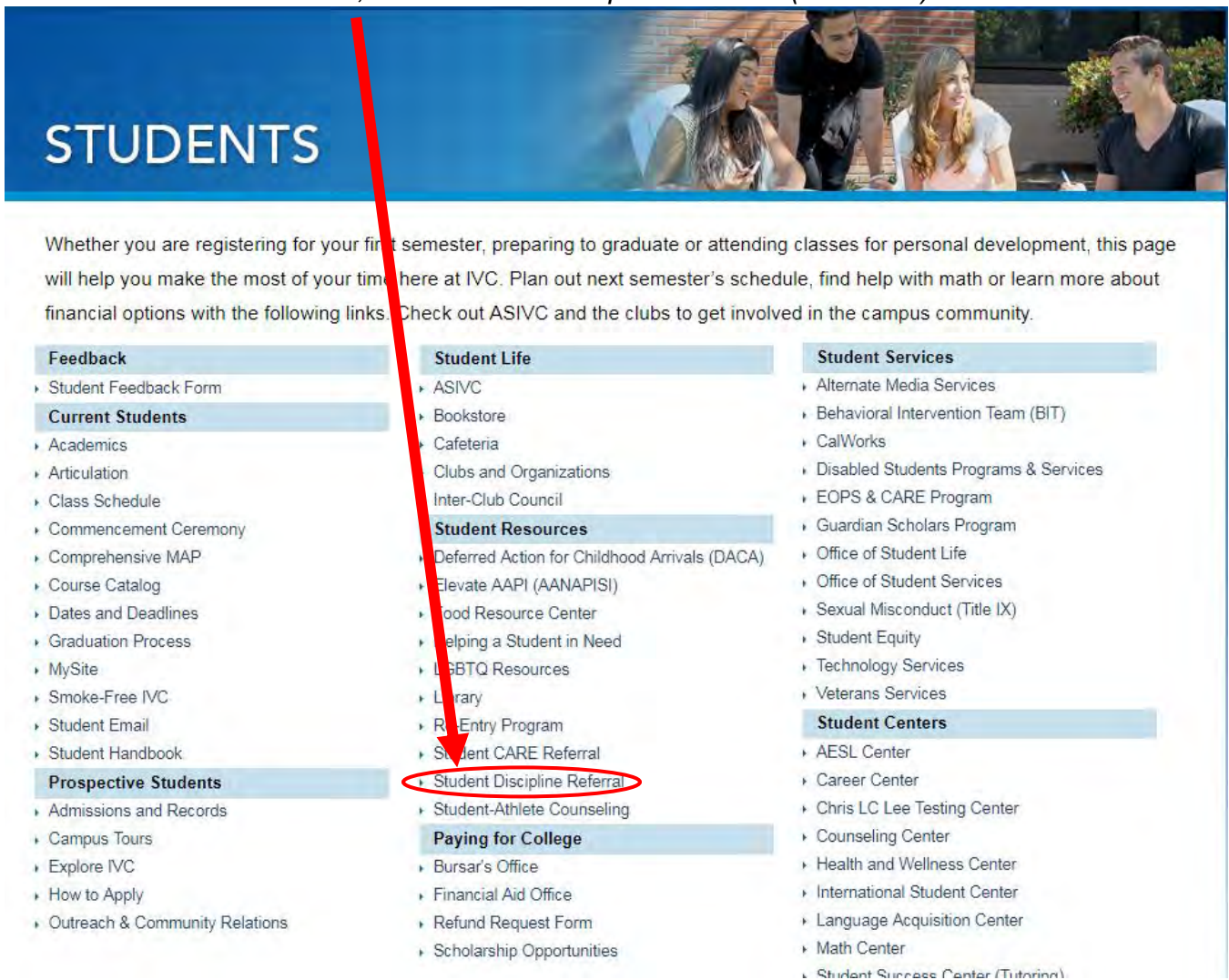
1. Visit: https://soccdd-advocate.symlicity.com/public_report
2. Complete the *Public Incident Report*

Navigating to Advocate & Completing a Report:

1. On the IVC homepage, click on **STUDENTS**

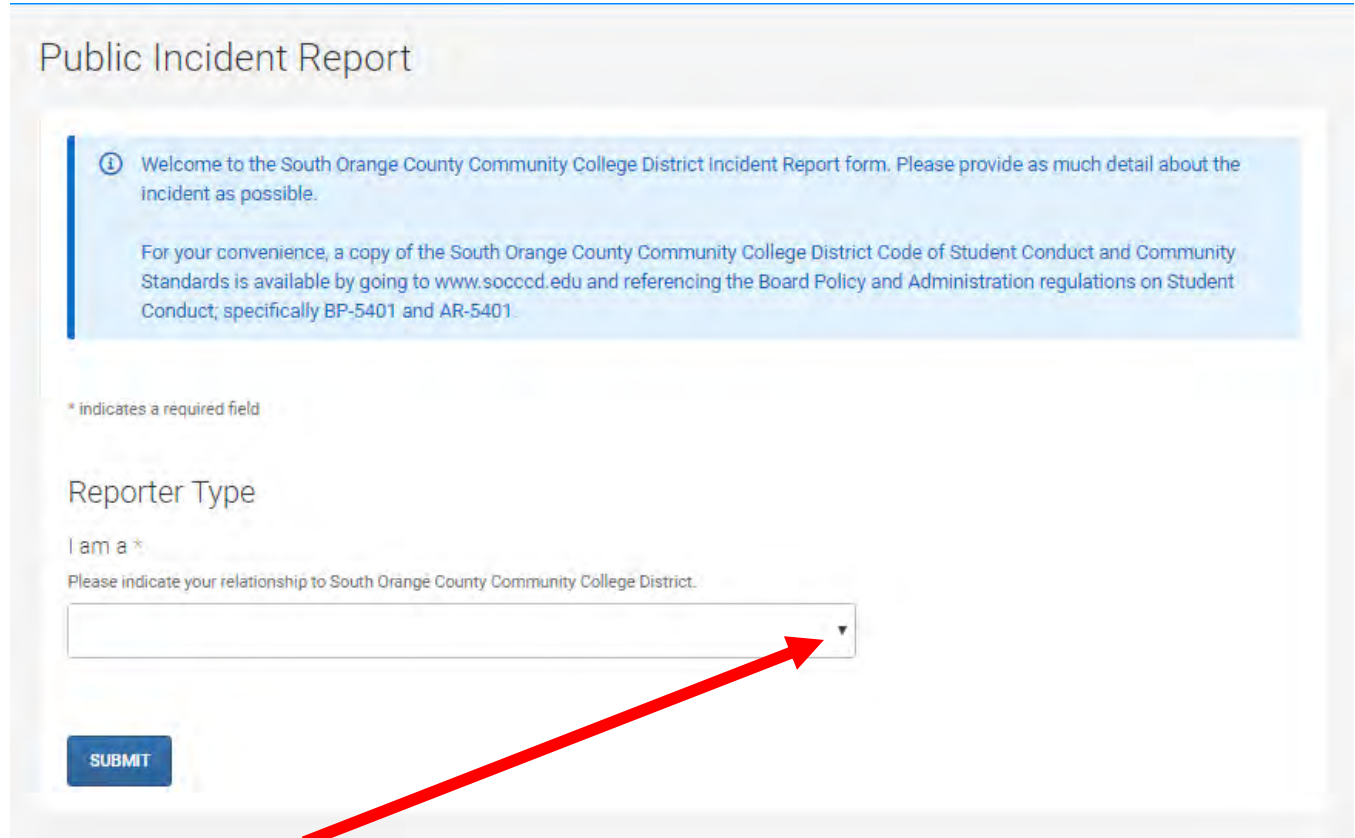


2. In the **STUDENTS** menu, click *Student Discipline Referral (Advocate)**



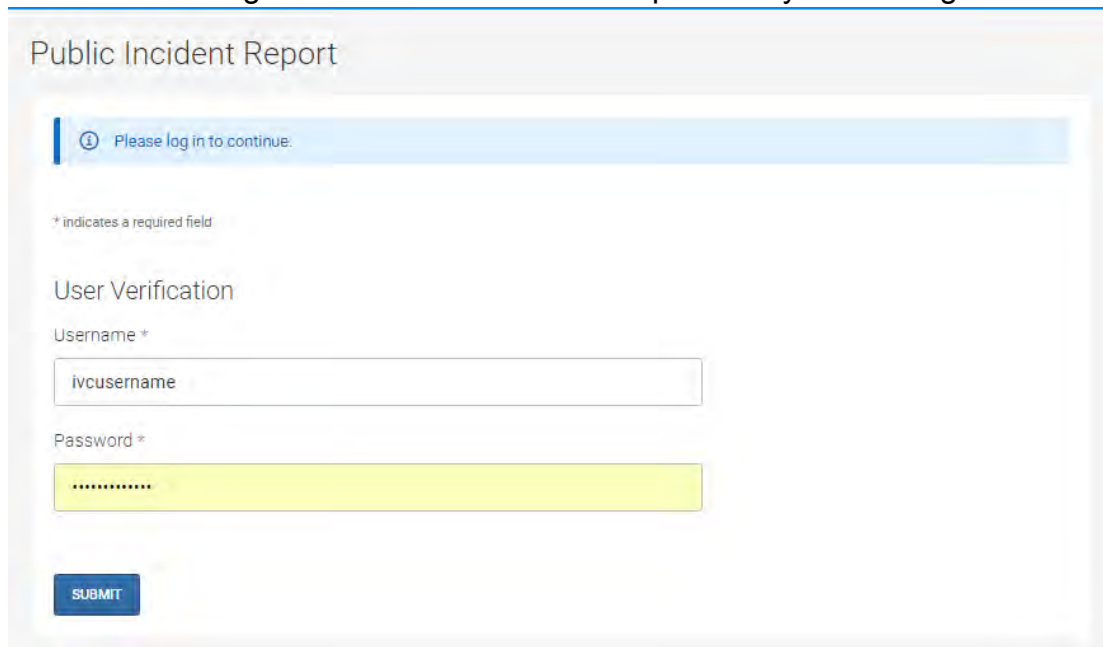
*To get to Advocate directly, visit: https://soccad-advocate.symlicity.com/public_report

3. Once you click the *Student Discipline Referral (Advocate)* link, you will be directed to this screen:



- From the drop-down menu, indicate if you are submitting a report as faculty/staff or student
- Then click “Submit”

4. You will be asked to log-in to the Public Incident Report with your IVC login:





5. You are now in Advocate's web-based Public Incident Report. This new online report replaces the *Referral for Student Conduct Violation* form. On the first page of the form, you will provide your contact information and the type of violation (Student Code of Conduct Violation, Complaint, Grade Grievance, or Harassment). Depending on the type of complaint, you may be directed to a different website or form. Once you select *Student Code of Conduct Violation*, the rest of the form will open up for completion.

Reporter Type

I am a *

Please indicate your relationship to South Orange County Community College District.

Faculty/Staff

Reporter Information

Your Name *

Please provide your full name.

Name

Your Email *

Please provide your email address so that we can contact you if we have follow up questions about this report.

Email@ivc.edu

Your Phone Number

Please provide your phone number so that we can contact you if we have follow up questions about this report.

949-451-0000

Verification *



I'm not a robot



Descriptive Information

What are you reporting? *

Student Code of Conduct Violation
Grade Grievance
Complaint
Discrimination/Harassment

nting in case behavior is repeated.

SUBMIT

6. Below you will find the Advocate version of the Student Code of Conduct Violation form. Complete this form with **as much detail as possible**. At the bottom, you will be prompted to select between a “Formal” or “Informal” report. A **formal report** will require to student to meet with the Disciplinary Officer (Dr. Elizabeth L. Cipres, Dean of Counseling Services), an **informal report** is used for documenting purposes (in case of future incidents).

Descriptive Information

What are you reporting? *

Student Code of Conduct Violation

Primary Violation *

Additional Violation(s)

Hold down the 'Ctrl' key to choose more than one option.

1. Disruptive behavior, willful disobedience, profanity, open defiance of the a
2. Assault, battery, or any threat of force or violence upon a student or colle
3. Willful misconduct resulting in damage, defacing, theft, or injury to any re
4. The unlawful sale, or possession of any controlled substance or illegal dr
5. Smoking in areas where smoking has been prohibited

If the student has violated more than one item in the Student Code of Conduct, you may select them here. If there are not additional violations, please leave the first blank line selected, indicating that only one violation occurred.

Students Involved *

Please list the names (and emails or University ID numbers, if possible) of all the students and student groups that were involved in this incident.

Other Witness(es)

Please list any non-student witnesses.

Student name(s) and Student ID number(s) should go in this field. If you do not have definite identifying information, please submit an informal report, as formal reports require a meeting with the Discipline Officer, which can only be scheduled if the student is known.

Action Taken

Describe efforts made to correct behavior.

Date/Time of Incident *

Please provide the approximate time that this incident occurred.

 SELECT CLEAR CLEAR

Please attach any relevant documents here. This can include: pictures, emails, screenshots of messages, police reports, copies of plagiarized work, etc.

Campus Location *

CHOOSE...

Additional Location of Incident

Please provide as much detail about the location of this incident as possible.

Attach documents/Upload

Please upload any supporting documentation that you have for this incident.

ADD ITEM

Is this a Formal or Informal Incident Report *

FORMAL: Student will be required to meet with the Disciplinary Officer - INFORMAL: For purpose of documenting in case behavior is repeated.

Formal vs Informal
FORMAL: Student will be required to meet with the Disciplinary Officer.
INFORMAL: For purpose of documenting in case behavior is repeated.
 If the student's identity is not known, please submit an informal report.

SUBMIT

7. After you click “Submit”, you will receive an email confirmation to the email address used to complete the form:



After Submission:

If you selected *Formal* when submitting a form, the student will meet with the Discipline Officer (Dr. Elizabeth L. Cipres, Dean of Counseling Services).

Questions:

If you have any questions about the use of Advocate or Student Discipline, please contact:

Graciela Monter

Senior Administrative Assistant, School of Guidance and Counseling

Phone: (949) 451-5678 (or ext. 5678 from a campus phone)

Email: gmonter1@ivc.edu

Location: SSC 210A

Important Note:

IVC faculty and staff who are (a) filing a complaint against SOCCCD employees or (b) reporting a violation by SOCCCD employees **should not submit reports through Advocate**. These should be reported directly to District Human Resources: (949) 582-4850.

APPENDIX E: DISCIPLINARY PROCEDURES

The following information on District disciplinary procedures is an abbreviated version of AR-5401. The full text of AR-5401 can be accessed on-line at the District website:

<http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Office%20of%20the%20Deputy%20Chancellor/BP-5401-AR%20Standards%20of%20Student%20Conduct.pdf>

A. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by district or college employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

1. If the conduct occurred in the classroom, the instructor may remove the student from his or her class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the Dean, Counseling Services immediately. If the student is a threat to himself or herself or to others, the instructor must contact the Campus Police immediately. If the student removed is a dependent minor, the instructor may request that the student's parent or guardian attend a parent conference regarding the removal. During the period of the removal, the student shall not return to class from which he or she was removed without the concurrence of the instructor. Upon removal of a student, the instructor shall give the student verbal and/or written notice of the reasons for the removal.
 - a. The instructor shall submit a *Public Incident Report* in Advocate
 - b. If the incident involves a matter of academic dishonesty, the instructor will give notice to the student within ten days of the discovery of the alleged impropriety.
 - c. If the incident was not a matter of academic dishonesty, a meeting between the student and the Dean, Counseling Services, will be conducted as soon as possible. At this meeting, evidence of the alleged violation(s) will be presented to the student. The student will be advised of the potential consequences.
 - d. If the student elects not to attend this required meeting, the student waives his or her right to provide a response to the allegations.
 - e. The student may elect to drop the course, in accordance with existing policies, but this action will not necessarily terminate the process outlines above.
2. If the conduct did not occur in the classroom, the college employee discovering the conduct shall report the incident by completing a *Public Incident Report* in Advocate.
3. When the report of alleged misconduct is sent to the disciplinary officer, the officer will evaluate the information to determine if it alleges a violation of the District's student conduct policy and/or regulations. If the disciplinary officer determines that the report supports such allegations, a meeting will be requested with the student to provide the student an opportunity to respond to the allegations.
4. The disciplinary officer will review all documentation related to the case to make a determination if disciplinary action is required.
5. The disciplinary officer will send a notice by mail to the student charged with the violation. This notice will include a written explanation of the incident and the charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated
6. The disciplinary decision is final and it is immediately in effect unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the disciplinary officer or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

B. Range of Disciplinary Actions

1. **Verbal reprimand:** A warning that the conduct is not acceptable.
2. **Written reprimand:** Becomes part of the student file for a minimum of five years or longer at the discretion of the Dean, Counseling Services, and is considered in the event of future violations.
3. **Mental health clearance:** Mental health clearance may be required before a student is readmitted to a particular class or allowed to be on district property. The campus chief administrative officer (or designee) must receive a letter from a licensed mental health professional stating that in his or her professional judgment, the student will no longer continue the behavior which gave rise to the disciplinary action or that the student's presence on campus is not a threat to himself or herself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.
4. **Disciplinary Probation:** A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
 - a. Ineligibility for all student government roles;
 - b. Removal from any student government position;
 - c. Revocation of the privilege of participating in college and/or student-sponsored activities;
 - d. Ineligibility for membership on an athletic team;
 - e. Limitation of courses and/or instructors the student may take;
5. **Suspension:** The Board of Trustees or the Vice President for Student Services may suspend a student for violation(s) of the Student Code of Conduct. Suspension will be accompanied by a hearing conducted by the Disciplinary Hearing Panel. Suspension may involve:
 - a. Removal from one or more classes for the remainder of the school term.
 - b. Removal from all classes and activities of the District and its colleges for one or more terms. During this time, the student may not be enrolled in any class or program within the District.
6. **Expulsion:** The Board of Trustees may expel a student for violation(s) of the Student Code of Conduct 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. Expulsion shall be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

For information regarding the disciplinary hearing panels for suspension/expulsion and the appeal process for students undergoing disciplinary action, please refer to the full text of BP/AR 5401 (linked above).

APPENDIX F: Irvine Valley College Mental Health/Student in Crisis Resources

There are varieties of resources on-campus and in the community that can help you be an effective gatekeeper. Remember, you are not alone when it comes to helping a student in distress.

In Crisis:

Department (Description of Services)	Location	Telephone Number	Website
IVC Campus Police Department <i>Crimes, suspicious activities, and any emergency should be reported to the Campus Police Department. Any person may contact Campus Police 24/7.</i>	5500 Irvine Center Drive Irvine, CA 92618 Room CP100	(949) 451-5234 or x5234 from any campus phone	www.ivc.edu/resources/police
Counseling Center <i>IVC Counselors can provide personal counseling in the event of a personal emergency or crisis. Counselors can also refer students to off-campus resources</i>	5500 Irvine Center Drive Irvine, CA 92618 Student Services Center (SSC), Room 210	(949) 451-5319	www.ivc.edu/student/counseling
Health & Wellness Center <i>Students may walk into the Health & Wellness Center for any services listed on their website. Students with health-related concerns make visit the Health & Wellness Center for assistance or referrals.</i>	5500 Irvine Center Drive Irvine, CA 92618 Student Services Center (SSC), Room 150	(949) 451-5221	www.ivc.edu/student/wellness
Disabled Students Programs and Services (DSP&S) <i>Students who may be experiencing difficulty in and out of the classroom may benefit from DSP&S' services. DSP&S assists the student overcoming any educational limitations they may have.</i>	5500 Irvine Center Drive Irvine, CA 92618 Student Services Center (SSC), Room 171	(949) 451-5630 TTY: (949) 451-5785	www.ivc.edu/student/dsps/
Dean, Counseling Services <i>The Dean, Counseling Services handles all student discipline matters, verifies student discipline records, and unit overload petitions. Students in crisis can be referred to the Dean for assistance. Faculty and staff that encounter disruptive students may complete a "Referral for Student Conduct Violation" form and submit to the Dean's office for further action.</i>	5500 Irvine Center Drive Irvine, CA 92618 Student Services Center (SSC), Room 210I	(949) 451-5410	www.ivc.edu/student/counseling
Health & Wellness Center/Psychological Services <i>Students can receive psychological services by appointment only if they have paid their health fee Psychological services are not 24 hours, and are not available in the summer. Students may also be referred to an off-campus resource.</i>	5500 Irvine Center Drive Irvine, CA 92618 Student Services Center (SSC), Room 150	(949) 451-5221	www.ivc.edu/student/wellness

Mental Health/Student in Crisis Resources (cont'd)

Hotlines and Self-Help:

Department <i>(Description of Services)</i>	Location	Telephone Number	Website
National Suicide Prevention Hotline <i>Help with substance abuse, economic worries, relationship and family problems, sexual orientation, illness, getting over abuse, depression, mental and physical illness, and even loneliness.</i>	The Lifeline is a network of 160 crisis centers in 50 states.	(800) 273-TALK (8255)	www.suicidepreventionlifeline.org
Veterans Crisis Line <i>Veterans Crisis Line responders can refer calls to Suicide Prevention Coordinators, who follow up with Veterans and coordinate care for issues ranging from PTSD and depression to readjustment challenges and sleeping problems.</i>	Visit the website to find resource locations for VA and community-based services in your area.	(800) 273-TALK (8255) and press 1 or Text: 838255	www.veteranscrisisline.net
ULifeline <i>ULifeline is an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding emotional health.</i>	Visit the website to find numerous resources at different school campuses.	(800) 273-TALK (8255)	www.ulifeline.org
National Alliance on Mental Illness <i>NAMI offers an array of support and education programs that help build better lives for the millions of Americans affected by mental illness.</i>	Visit their website to find a location nearest you.	(800) 950-NAMI (6264)	www.nami.org
The Jed Foundation <i>Foundation to promote emotional health and prevent suicide among college and university students.</i>	Visit the website to find online resources.	(800) 273-TALK (8255)	www.jedfoundation.org
The Trevor Lifeline <i>The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth.</i>	Visit the website to find local, regional and national resources.	(866) 488-7386	www.thetrevorproject.org

Mental Health/Student in Crisis Resources (cont'd)

Community Resources:

Department (Description of Services)	Location	Telephone Number	Website
Orange County 2-1-1 <i>2-1-1 Centers Provide free and confidential information and referrals for a variety of needs: food, housing, counseling, mental health services, disaster help, etc.</i>	Visit their website to complete an Online Help Request Form or send a written request to P.O. Box 14277 Irvine, CA 92623	(888) 600-4357 or (949) 646-4357 or 211	www.211oc.org
National Alliance on Mental Illness (NAMI) <i>The NAMI Warmline provides emotional support and connects callers with resources in Orange County. This warmline is not available 24 hours. Visit their website for a live chat option as well as a list of other services provided through their organization.</i>	NAMI Orange County, CA 1810 E 17th St Santa Ana, CA 92705-8604	(877) 910-9276 or (714) 991-6412	www.namioc.org
Orange County Crisis Prevention Hotline <i>Provides mental health and substance abuse services to those in need.</i>	2021 East 4th Street, Ste 204 Santa Ana, CA 92705	(877) 7CRISIS or (877) 727-4747	www.didihirsch.org/orange-county-services
Orange County Child Protective Services <i>These services are available to children and their families when children are victims of, or at risk of, abuse, neglect, exploitation, or parental absence.</i>	Central Regional Office: 2020 W. Walnut Santa Ana, CA 92703 714-834-8899	(800) 207-4464 or (714) 940-1000 Domestic Violence Hotline: (714) 992-1931	www.dss.cahwnet.gov/cdssweb/pg93.htm
Waymakers: CSP Youth Shelter <i>Offers a short term crisis intervention residential program with the goal on family reunification. Children at risk of homelessness, institutionalization, incarceration, or hospitalization are given emergency shelter, meals, individual, group and family counseling, academic tutoring, prevention education, and life skills development activities as well as aftercare services.</i>	980 Catalina Laguna Beach, CA 92651	(949) 494-4311 or (714) 842-6600	www.waymakersoc.org
Adult Abuse Services <i>Prevents or remedies neglect, abuse or exploitation of adults who are unable to protect their own interests because of age or disability.</i>	Services are for Orange County residents only.	(800) 451-5155	ssa.ocgov.com/abuse/elder

Trauma Intervention Programs <i>Citizen volunteers respond to traumatic incidents at the request of Police, Fire and Hospital personnel to support those who are emotionally traumatized.</i>	National Office: 1420 Phillips Street Vista, CA 92083	(714) 314-0744	www.tiporangecounty.org/
Hate Crimes <i>The Orange County Sheriff's Department will fully investigate all reported cases of "hate crimes" (which includes fear, intimidation, and physical harm caused by the activities of violent groups and individuals to an individual or group because of race, color, creed, religion, ethnicity, or sexual orientation.)</i>	Investigations Division: 550 N. Flower Street, Santa Ana, CA 92703	(714) 647-7000	www.ocsd.org/gov/sheriff/about/info/referral/hate.asp
Sexual Assault Victim Services <i>Provides extended support services to victims of rape and child sexual abuse.</i>	401 Civic Center Dr. Santa Ana, CA 92701	(714) 834-4317 or (949) 752-1971 Rape Crisis Hotline: (714) 957-2737	orangecountyda.com/home/index.asp?page=112
Domestic Violence Assistance Program <i>The Domestic Violence Assistance Program helps those in need of finding a domestic violence shelter, and assistance with a restraining order. They will also provide information about a restraining order and civil harassment.</i>	Visit website for shelter information including hotlines and locations.	(714) 935-7956 or (800) 799-7233	ocsd.org/about/info/referral/domestic
Legal Aid Society of Orange County <i>Free legal services for Orange County's poor and elderly, for housing, health, education and consumer problems.</i>	2101 N Tustin Ave Santa Ana, CA 92705	(800) 834-5001	www.legal-aid.com
If you need assistance or a referral for any services, but are unsure of which agency to call or contact, email: cid@ocsd.org where a victim assistance specialist will assist you.			

APPENDIX G: Irvine Valley College Veterans in Crisis Resources

There are a variety of resources on-campus and in the community that can help you be an effective gatekeeper for veteran's on campus. Use this list for assistance and referrals when working with Veterans in need.

On Campus:

Department + Contact (Description of Services)	Location	Contact Information	Website
Veteran Services Center <u>Zeke Hall – Senior Veterans Specialist</u> <i>The IVC Veterans Services Center is plugged into many resources that are available to help veterans in distress. The center staffed with a full time veteran counselor as well as veteran students who may be able to relate to the problems of veterans in crisis.</i>	Irvine Valley College 5500 Irvine Center Drive Irvine, CA 92618 Student Services Center Room 120	Phone: (949) 451-5296 Email: ivcvets@ivc.edu Fax: (949) 451-5666	http://students.ivc.edu/veterans
Veterans' Counselor <u>Eric Garcia – Veterans' Counselor</u> <i>Student veterans can make an appointment with a Veterans' Counselor for assistance with personal and academic issues. The Veterans' Counselor is also the Certifying Official on campus and can assist student veterans with GI Bill Benefits.</i>	Irvine Valley College 5500 Irvine Center Drive Irvine, CA 92618 Student Services Center Room 120B	Phone: (949) 451-5296 Email: egarcia@ivc.edu	http://students.ivc.edu/veterans
Health & Wellness Center/Psychological Services <i>Students can receive psychological services by appointment only if they have paid their health fee. Psychological services are not 24 hours, and are not available in the summer. Students may also be referred to an off-campus resource.</i>	Irvine Valley College 5500 Irvine Center Drive Irvine, CA 92618 Student Services Center (SSC), Room 150	Phone: (949) 451-5221	http://students.ivc.edu/healthcenter
IVC Veterans Club <u>Advisors: Ezekial Hall & Ted Weatherford</u> <i>The IVC Veterans Club provides support and resources for returning military men and women as they transition to college life. Membership is not limited to veterans, all interested students are invited to join and participate.</i>	Club meets on campus once a month during the school year.	Phone: (949) 451-5296	http://www.ivc.edu/student/clubs/Pages/default.aspx

Veterans in Crisis Resources (cont'd)

In Crisis:

Department + Contact (Description of Services)	Location	Contact Information	Website
National Suicide Prevention Hotline <i>Help with substance abuse, economic worries, relationship and family problems, sexual orientation, illness, getting over abuse, depression, mental and physical illness, and even loneliness.</i>	The Lifeline is a network of 160 crisis centers in 50 states.	(800) 273-TALK (8255)	www.suicidepreventionlifeline.org
Veterans Crisis Line <i>Veterans Crisis Line responders can refer calls to Suicide Prevention Coordinators, who follow up with Veterans and coordinate care for issues ranging from PTSD and depression to readjustment challenges and sleeping problems. Visit their website to chat online.</i>	Visit the website to find resource locations for VA and community-based services in your area.	(800) 273-TALK, press 1 or Text: 838255	www.veteranscrisisline.net
VA Home Front <i>The VA is making an effort to end veteran homelessness by the year 2015. If you are homeless, at risk of being homeless, or know a veteran in need of assistance, contact the VA Home Front.</i>	Irvine Valley College 5500 Irvine Center Drive Irvine, CA 92618 Student Services Center (SSC), Room 150	Phone: (949) 451-5221	www.ivc.edu/student/wellness
Vet2Vet Crisis Hotline <i>The Vet2Vet Veterans Crisis Hotline trains veterans to be peer counselors for other veterans in need. Vet2Vet Counselors assist veterans in crisis and can also connect callers. Visit their website to chat online.</i>	N/A	Phone: (877) 838-2838	www.veteranscall.us
<p style="text-align: center;">For questions about veterans' services in Orange County, CA, contact the Orange County Veteran's Services Office: OC Veterans' Services Office 1300 South Grand Avenue, Building B, 2nd Floor Santa Ana, CA 92705 (714) 480-6555 veterans.ocgov.com</p>			

APPENDIX H: CRISIS MANAGEMENT AND RESPONSE TRAINING

There are a number of training and education opportunities in the area that will help you improve your response to a crisis situation.

To participate, call the
Irvine CERT Program
Coordinator:
(949) 724-7054,
or email:
CERT@ci.irvine.ca.us

City of Irvine Community Emergency Response Team (CERT)

The goal of the Irvine CERT program is to provide private citizens with the basic skills they will need to protect themselves, their family, and neighbors, and to respond to the immediate needs of the community in the aftermath of a disaster when emergency services are not readily available. By working together, CERT members can assist in saving lives and protecting property using the basic techniques in this course. Courses include: first aid and CPR; identify hazards in their community; work as a team to handle fire related emergency; basic search and rescue; and other emergency procedures.

California Community College Student Mental Health Program (CCC SMHP)

Visit www.cccstudentmentalhealth.org for information about the CCC SMHP Program instituted October 2011. This program is intended to focus on prevention and early intervention strategies which address the mental health needs of students and advance the collaboration between educational settings, county services, and the community at large. Currently, there are a number of upcoming training on topics including: *Welcome Home: Veterans on Campus Training*; *Best Practices in Campus Threat Assessment Training*; and *The Gay Alliance SafeZone Training*. Visit the website for dates and locations.

Contact the CCC SMHP
via phone at:
(855) 304-1647.
Go online to access
training schedules and
webinar trainings.

National Association of Student Affairs Administrators in Higher Education (NASPA) Mental Health Focus

The Mental Health Focus Area supports ongoing efforts to address the mental health issues that students face. As the stigma surrounding mental health continues to dwindle, student affairs practitioners will continually be facing and adapting to new challenges. NASPA provides support for those individuals in the form of specialized conference experiences, Knowledge Communities, and extensive research on the subject.

Resources, publications, and information for conferences and events can be found online at: <https://www.naspa.org/focus-areas/mental-health>

Support Veterans, LGBTQ Students, and Students in Distress

Complete Kognito's Interactive Training today!

Learn to help Students in Distress through practice conversations with student avatars.

Veterans on Campus

Build military cultural competency



LGBTQ on Campus

Create a supportive campus



At-Risk Students

Approach and motivate students to access help



Kognito's three interactive trainings are an online, interactive gatekeeper training simulation used at more than 200 campuses nationwide. Learn to identify and talk to students who are in need of support and motivate them to access help. Contribute to a supportive campus climate for LGBTQ students. Help create a military-friendly culture on campus.

Visit the website below, create an account and select a training module to begin. Each training module can be completed from the point-of-view of an employee or student. Indicate your point-of-view when you create your account.

Access Simulations
24/7

<http://kognito.com/ccc>

These trainings are made available to all California community colleges through the CCC Student Mental Health Program, a partnership between the Chancellor's Office and the Foundation for California Community Colleges funded through a grant from the California Mental Health Services Authority (CalMHSA). CalMHSA is an organization of county governments working to improve mental health outcomes for individuals, families and communities. CalMHSA administers programs funded by the voter approved Mental Health Services Act (Prop. 63) on a statewide, regional and local basis.



WELLNESS • RECOVERY • RESILIENCE



5500 IRVINE CENTER DRIVE, IRVINE, CA 92618

★ Day Permit Kiosks: Lots 2, 5, 8, 10 Ⓟ 30 Minute Parking: Lots 2, 3, 5, 8, 10

A 100	Administration
A 200	Social Sciences
A 300	Humanities, Fine Arts and District HR
B 100	Classrooms, Offices and Bookstore
B 200	Mathematics and Physical Sciences
B 300	Classrooms and Labs
BSTIC	Business Sciences and Technology Innovation Center
CEC	Community Education Complex
CEC 1	Outreach and Community Relations
CEC 7	International Student Office
DTC 1	DSPS Testing Center

LA	Liberal Arts
LIB	Library
LSB	Life Sciences Building (B 400)
M 100	Facilities Management Office
PAC	Performing Arts Center
PE 100	Health Fitness Complex
PE 200	Hart Gymnasium
POLICE	Campus Police
SAC	Student Activities Center
SSC	Student Services Center
TER	Live Oak Terraces