

A “JUST IN CASE” GUIDE FOR FACULTY

Call 911 immediately in case of medical or safety emergency, then call security.

| Situation | Level 1 | Level 2 | Level 3 |
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| Cheating, Dishonesty, Forgery, Alter/Misuse of Document, Plagiarism | <p><u>Suspect Cheating:</u></p> <ol style="list-style-type: none"> 1. Inform department chair 2. Gather information and evidence to verify infraction and meet with student to discuss 3. Complete incident report form 4. Determine if student has intentionally cheated; if so, move to level 2. If not, take no action | <p><u>Intentional Cheating:</u></p> <ol style="list-style-type: none"> 1. Start at level 1 2. Instructional staff will determine how to handle student’s grade based on department policy | <p><u>Repeated Instance of Cheating:</u></p> <p>Start at level 1, move to level 2, and sanction will be applied by Compliance Coordinator according to the Student Code of Conduct</p> |
| Disturbing Journal Entry, Facebook posting, email, text or information from other students | <p><u>Slightly Disturbing:</u></p> <ol style="list-style-type: none"> 1. Write an <i>incident report</i>, discuss with department chair 2. Consult with an RCC counselor 3. Meet with student to determine if any intervention is needed | <p><u>Very Disturbing:</u></p> <ol style="list-style-type: none"> 1. Forward <i>incident report</i> to Compliance Coordinator 2. Compliance Coordinator will work with faculty to resolve issue/determine sanction | <p><u>Threatening:</u></p> <p>If a threat is made against an individual or group, immediately contact the Compliance Coordinator and follow up with <i>incident report</i></p> |
| Disrupting Class – sufficiently to hinder effective instruction or when health or safety of instructor, students, and staff is in jeopardy. | <p>Link: <u>What is Disruptive Behavior?</u></p> <ol style="list-style-type: none"> 1. Write an <i>incident report</i>, submit to Compliance Coordinator 2. Meet with and inform student of behavior expectations with department instructor and department chair 3. send a <i>letter of reprimand or exclusion</i> | <p><u>Class Disruption (second offense) or when Health/Safety of Instructor, Students or Staff is in Jeopardy:</u></p> <ol style="list-style-type: none"> 1. Temporarily exclude student from class using <i>temporary exclusion letter</i> and inform student they will be contacted by the Compliance Coordinator 2. Send <i>incident report</i> to the Compliance Coordinator immediately 3. Contact security | <p><u>Physical Threat with a Weapon or Other Violence:</u></p> <ol style="list-style-type: none"> 1. Call 911 2. Call security 3. Send <i>incident report</i> to Compliance Coordinator and Security |
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| <p>Use, Possession or Distribution of Alcoholic Beverages, Narcotics or Dangerous Drugs. Refer Medical Marijuana Card holders to Compliance Coordinator</p> | <p><u>Suspect Drug/Alcohol Use:</u></p> <ol style="list-style-type: none"> 1. <i>Incident report</i> to Compliance Coordinator 2. Contact counseling department and department chair for resources | <p><u>Obviously on Drugs/Alcohol:</u></p> <ol style="list-style-type: none"> 1. Contact security to remove from class/lab/college 2. File <i>incident report</i> with Compliance Coordinator | <p><u>Possession or Distribution of Alcoholic Beverage, narcotics, or Dangerous Drugs:</u></p> <ol style="list-style-type: none"> 1. Call security for removal 2. Complete an <i>incident report</i> to Compliance Coordinator and Facilities manager |
| <p>Abuse or unauthorized use of equipment, records, software, passwords, supplies</p> | <p><u>Suspect Minor Computer Equipment Use Violation:</u></p> <ol style="list-style-type: none"> 1. Give student guidelines for appropriate computer use 2. File <i>incident report</i> to Compliance Coordinator with names of students | <p><u>Abuse of Equipment, Records, Software, Passwords, or Supplies:</u></p> <ol style="list-style-type: none"> 1. Contact IT immediately 2. Submit an <i>incident report</i> to the Compliance Coordinator | |
| <p>A Student/Staff member experiences sexual harassment or discrimination by another student or staff member</p> | <ol style="list-style-type: none"> 1. Contact Title IX Coordinator(staff)or Compliance Coordinator (student) 2. Give student/staff sufficient information to contact this person or offer assistance | <p>The Title IX Coordinator will investigate the complaint and follow established college procedures</p> | |

IMPORTANT RESOURCES

Campus Security Numbers

Eric Gomez **RWC:** 541-218-2930 **RVC:** 541-218-2931 (7 am-10:30 pm M-F) **TRC:** 541-218-2930
541-245-7873 Safety/Security Officer

Counseling Department **RWC:** 541-956-7192 **RVC:** 541-245-7552 **TRC:** 541-245-7863

Compliance Coordinator

Chauncey Kieley 541-245-7632 Compliance Coordinator ckieley@rogucecc.edu

Deans

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|------------------------|--------------|----------------------------------|----------------------------------------------------------------------|
| Brooke McDermid | 541-245-7728 | Dean of Student Success | bmcdermid@rogucecc.edu |
| Kevin Hoff | 541-956-7279 | Dean, Health and Public Services | khoff@rogucecc.edu |
| Steve Schilling | 541-245-7802 | Dean, Science and Technology | sschilling@rogucecc.edu |
| Teresa Rivenes | 541-245-7707 | Dean, Arts and Letters | trivenes@rogucecc.edu |

Forms

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| Letter of Reprimand | https://intranet.rogucecc.edu/ | <i>(Under Forms heading)</i> |
| Letter of Exclusion Form | https://intranet.rogucecc.edu/ | <i>(Under Forms heading)</i> |
| Students Rights, Freedoms, & Responsibilities Discrimination, Harassment, and Violence, Including Sexual Harassment and Sexual Violence (Title IX) | http://www.rogucecc.edu/SiteMap/ | <i>(Under resources heading)</i> |
| Incident Report Form (online) | http://web.rogucecc.edu/title-ix-and-sexual-misconduct | |
| IT Acceptable Use Procedure | https://roguenet.rogucecc.edu/IncidentReport http://www.rogucecc.edu/ComputerLabs/sweirp.asp | |