

# 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
<p><b>Cheating, dishonesty, forgery, altering or misusing a document, plagiarism</b></p>	<p><b><u>Suspect cheating:</u></b></p> <ol style="list-style-type: none"> <li>1. Gather information and evidence to verify academic dishonesty.</li> <li>2. Inform Department Chair and relevant Dean</li> <li>3. Determine if student intentionally cheated. If so, move to level 2. If not, take no action.</li> <li>4. Complete an <a href="#">incident report</a> to allow for tracking of academic dishonesty.</li> </ol>	<p><b><u>Intentional cheating:</u></b></p> <ol style="list-style-type: none"> <li>1. Start at level 1</li> <li>2. Instructional staff will determine how to handle student’s grade based on department policy and will notify the Compliance Coordinator of the sanction.</li> <li>3. Complete an <a href="#">incident report</a> to allow for tracking of academic dishonesty.</li> </ol>	<p><b><u>Repeated instances of cheating:</u></b></p> <ol style="list-style-type: none"> <li>1. Start at level 1</li> <li>2. Instructional staff will determine how to handle student’s grade based on department policy and will notify the Compliance Coordinator of the sanction.</li> <li>3. Complete an <a href="#">incident report</a> to allow for tracking of academic dishonesty.</li> <li>4. The Compliance Coordinator may also impose additional sanctions under the Student Code of Conduct.</li> </ol>
<p><b>Disturbing journal entry, social media post, email, text or information from other students</b></p>	<p><b><u>Slightly disturbing:</u></b></p> <ol style="list-style-type: none"> <li>1. Consult with an RCC counselor to determine if any intervention is needed.</li> </ol>	<p><b><u>Very disturbing:</u></b></p> <ol style="list-style-type: none"> <li>1. Make a referral to BIT-SOC.</li> <li>2. BIT-SOC will work with the faculty and student as appropriate to address concerns.</li> </ol>	<p><b><u>Threatening:</u></b></p> <ol style="list-style-type: none"> <li>1. If a threat is made against an individual or group immediately notify the Director of Risk Management (Sean Taggart).</li> <li>2. Make a BIT-SOC referral</li> <li>3. Complete an <a href="#">incident report</a>.</li> </ol>

<p><b>Mental Health Concerns</b></p>	<p><b><u>Student seems depressed or anxious</u></b></p> <ol style="list-style-type: none"> <li>1. In a private conversation, let the student know that you are concerned.</li> <li>2. Tell the student that the Counseling Department offers free counseling to students.</li> <li>3. Make a referral to a Counselor for outreach.</li> </ol>	<p><b><u>Student upset and crying or expressing suicidal thoughts</u></b></p> <ol style="list-style-type: none"> <li>1. Walk the student over to the Counseling Department for immediate crisis counseling or ask a counselor to come to meet the student at your location.</li> <li>2. Make a referral to the Counselor who sits on BIT-SOC (See the important resources page of this document).</li> </ol>	<p><b><u>Student is threatening to commit suicide</u></b></p> <ol style="list-style-type: none"> <li>1. Make an immediate referral to a counselor so a welfare check can be made.</li> <li>2. If the student is off campus, ask police officer for a wellness check to be conducted. Provide address and phone number and a description of the student. This is <b>not</b> a FERPA violation.</li> <li>3. Complete an <a href="#">incident report</a>.</li> </ol>
<p><b>Disrupting the educational environment or health or safety of instructor, students, and staff is in jeopardy.</b></p>	<p>Link: <a href="#">What is Disruptive Behavior?</a></p> <ol style="list-style-type: none"> <li>1. Tell the student to stop the disruptive behavior.</li> <li>2. Complete an <a href="#">incident report</a>. The Compliance Coordinator may impose sanctions under the Student Code of Conduct.</li> <li>3. Inform the appropriate Department Chair and Dean.</li> </ol>	<p><b><u>Disrupting the educational environment (second offense) or when health and/or safety of instructor, students or staff is in jeopardy:</u></b></p> <ol style="list-style-type: none"> <li>1. Temporarily exclude student from class and inform student they will be contacted by the Compliance Coordinator.</li> <li>2. Complete an <a href="#">incident report</a>.</li> <li>3. Contact the on-duty security guard to make a report of the behavior.</li> </ol>	<p><b><u>Physical threat with a weapon or other violence:</u></b></p> <ol style="list-style-type: none"> <li>1. Have someone call 911.</li> <li>2. Have someone call on-duty security.</li> <li>3. Complete an <a href="#">incident report</a>. The Compliance Coordinator will follow up and impose appropriate sanctions under the Student Code of Conduct.</li> </ol>

<p><b>Use, possession, distribution, or being under the influence of alcohol or illicit drugs.</b></p>	<p><b><u>Suspected use, possession, distribution or being under the influence of illicit drugs or alcohol.</u></b></p> <ol style="list-style-type: none"> <li>1. Complete an <a href="#">incident report</a>.</li> <li>2. Make a BIT-SOC referral</li> </ol> <p>*see also disrupting class.</p>	<p><b><u>Obviously using illicit drugs and/or alcohol</u></b></p> <ol style="list-style-type: none"> <li>1. Ask the student to leave the classroom.</li> <li>2. Contact security and explain the situation so they can follow up.</li> <li>3. Complete an <a href="#">incident report</a>.</li> </ol>	<p><b><u>Possession or Distribution of Alcohol or illicit Drugs:</u></b></p> <ol style="list-style-type: none"> <li>1. Contact security.</li> <li>2. Complete an <a href="#">incident report</a>.</li> </ol> <p>* see also disrupting class.</p>
<p><b>Abuse or unauthorized use of equipment, records, software, passwords, supplies</b></p>	<p><b><u>Suspect Minor Computer Equipment Use Violation:</u></b></p> <ol style="list-style-type: none"> <li>1. Give student <a href="#">guidelines</a> for appropriate computer use.</li> <li>2. Complete an <a href="#">incident report</a>.</li> </ol>	<p><b><u>Abuse of Equipment, Records, Software, Passwords, or Supplies:</u></b></p> <ol style="list-style-type: none"> <li>1. Contact <a href="#">IT</a> immediately.</li> <li>2. Complete an <a href="#">incident report</a>.</li> </ol>	
<p><b>Student experiences a seizure</b></p>	<p><b><u>Immediate care of student in seizure</u></b></p> <ol style="list-style-type: none"> <li>1. Call 911, even if the student asks you not to. The student may refuse transport to a hospital, but needs to be evaluated by a medically trained professional.</li> <li>2. <b>Notify Security</b> so they can direct emergency services.</li> <li>3. Move furniture or hard, sharp objects away from person having seizure.</li> </ol>	<p><b><u>During the seizure,</u></b></p> <ol style="list-style-type: none"> <li>1. Move furniture or hard, sharp objects away.</li> <li>2. <b>Do not</b> try to give person water or food.</li> <li>3. <b>Do not</b> attempt to hold the person down during a seizure.</li> <li>4. <b>Do not</b> put anything in the person's mouth; this may result in choking or injury.</li> </ol>	<p><b><u>After the seizure</u></b></p> <ol style="list-style-type: none"> <li>1. Stay with the student until medical personnel arrive.</li> <li>2. Complete an <a href="#">incident report</a>.</li> </ol>

**IMPORTANT RESOURCES**

### **Campus Security Numbers:**

**RWC:** 541-218-2930 (Available 24 hours a day). **RVC:** 541-218-2931 (M-F 7:00am – 11:00pm, Sat. 7:00am – 7:00pm)

**TRC:** 541-218-3639 (M-F 7:00am – 10:30 pm, Sat. 7:00am – 7:00pm)

**Sean Taggart** – Director of Risk Management: **Office:** 541-245-7687 **Cell:** 541-941-4192 **Email:** [staggart@rogucecc.edu](mailto:staggart@rogucecc.edu)

### **Counseling/Advising Department:**

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

### **Student Conduct:**

**Chauncey Kieley** – Compliance Coordinator: **Office:** 541-245-7632 **Cell:** 541-601-8774 **Email:** [ckieley@rogucecc.edu](mailto:ckieley@rogucecc.edu)

### **Deans**

<b>August Farnsworth</b>	541-245-7728	Dean of Student Success	<a href="mailto:afarnsworth@rogucecc.edu">afarnsworth@rogucecc.edu</a>
<b>Teri Smith</b>	541-245-7847	Dean, Health and Public Service	<a href="mailto:tsmith@rogucecc.edu">tsmith@rogucecc.edu</a>
<b>Juliet Long</b>	541-245-7802	Interim Dean, Science and Technology	<a href="mailto:jlong@rogucecc.edu">jlong@rogucecc.edu</a>
<b>Navarro Chandler</b>	541-245-7517	Dean, Gen. Ed. And Transfer	<a href="mailto:tchandler@rogucecc.edu">tchandler@rogucecc.edu</a>

### **Title IX Coordinators**

**Lead Title IX Coordinator** – Sean Taggart: **Office:** 541-245-7687 **Cell:** 541-941-4192 **Email:** [staggart@rogucecc.edu](mailto:staggart@rogucecc.edu)

**Deputy Coordinator for Students** – Chauncey Kieley: **Office:** 541-245-7632 **Cell:** 541-601-8774 **Email:** [ckieley@rogucecc.edu](mailto:ckieley@rogucecc.edu)

**Deputy Coordinator for Employees** – Wendy Jones: **Office:** 541-956-7146 **Email:** [wjones@rogucecc.edu](mailto:wjones@rogucecc.edu)

### **Forms and Procedures**

1. Students Rights, Freedoms, & Responsibilities: <http://web.rogucecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003>
2. Discrimination, Harassment, and Violence, Including Sexual Harassment and Sexual Violence (Title IX): <http://web.rogucecc.edu/title-ix-and-sexual-misconduct>
3. Information Technology Acceptable Use Procedure: <http://go.rogucecc.edu/department/student-computer-labs/rcc-information-technology-acceptable-use-procedure>

### **BIT-SOC Referrals**

1. Please email referrals for the Behavior Intervention Team – Students of Concern to Chauncey Kieley at [ckieley@rogucecc.edu](mailto:ckieley@rogucecc.edu).
2. For concerns about a student self-harm please email a referral to Julia Fisher at [jfisher@rogucecc.edu](mailto:jfisher@rogucecc.edu) or call 541-956-7195