

# **STUDENT CONDUCT**

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**RESPONSIBILITY • ACCOUNTABILITY • GROWTH**

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# *Student Conduct? Is that really a thing?*

The Student Conduct process is designed as educational experience that:

- guides students to reflect on their choices
- reminds students of their rights and responsibilities as members of their LBCC community.
- fosters development, growth and accountability
- protects the LBCC community in response to violations of the Standards of Student Conduct.

The Student Conduct team considers the nature of the violation, including the impact on the community and its members, the institutional sanctioning guidelines, the student's prior disciplinary history, and the individual student's needs.

- The District's Student Code of Conduct (AP 5500) and disciplinary procedures (AP 5520) have been constructed in accordance with the provisions of the California Education Code- Section 76031, along with other applicable laws e.g. FERPA, ADA, and Penal Code.
- Provides a fair and equitable means to address violations of the Student Code of Conduct when seeking findings of responsibility for misconduct.
- Guarantees due process rights consistent with state and federal law.
- These policies and procedures have been updated as of May 24, 2019.

## Student Rights

Students have the right to grieve an action they feel violates their student rights. A student accused of academic dishonesty has a right to challenge the disciplinary action.

If a student disagrees with an instructor's findings or disciplinary action, the student should contact the respective department chair and/or dean to try to resolve the matter.

If a student is dissatisfied with an outcome or unable to reach a resolution with the department chair or dean, the student may be referred to the Office of Student Conduct and receive due process.

For more information on Student Conduct and Due Process, please visit:

<https://www.lbcc.edu/student-conduct>.

## Student Responsibilities

As per [Administrative Regulations on Student Conduct \(AP 5500\)](#), members of the academic community, including faculty, staff, administration and students are responsible for maintaining an academic environment in which inquiry is nurtured, individual responsibility is rewarded and academic dishonesty, cheating and plagiarism are not tolerated.

Students have the responsibility to:

- refrain from the practice of cheating in any format
- to follow the rules, regulations, and standards stated by the faculty and/or staff member in his/her classroom; and
- to abide by the [Administrative Procedures of Academic Dishonesty AP 4018](#).

## **Syllabus Statement**

The Office of Student Conduct responds to numerous Incident Reports each year from faculty, staff and students regarding academic honesty, disruptive classroom behavior, and sexual assault and harassment. Students are responsible for reading, understanding, and abiding by the Standards of Student Conduct (AP 5500) or at <https://www.lbcc.edu/post/standards-student-conduct-0> .

Staff members from the Office of Student Conduct are available to meet with faculty and students to discuss conduct issues or situations in depth.

To initiate a report of a possible violation to the standards of student conduct, please complete a Public Incident Report or [https://longbeachcc-advocate.symplicity.com/public\\_report](https://longbeachcc-advocate.symplicity.com/public_report) .

## **Location & Hours**

The Office of Student Conduct is located on the 2nd Floor of the E building within the Dean of Student Affairs Suite. Our office is open Monday–Friday from 8:00 a.m. to 5:00 p.m.

For assistance with conduct matters, please contact:  
Sylvia Garcia at [s2garcia@lbcc.edu](mailto:s2garcia@lbcc.edu), (562) 938-4666  
Teila Robertson at [trobertson@lbcc.edu](mailto:trobertson@lbcc.edu), (562) 938-5265.

For up to date announcements, please enroll in our Student Conduct Canvas Page or at <https://lbcc.instructure.com/courses/50605> .

# Helping a Student in Distress

## Review the Eight Steps

1. Give the student your full attention.
2. Briefly acknowledge your observations.
3. Comment on what you've observed.
4. Listen to the student's concerns.
5. Try to identify the student's problem.
6. Give hope by exploring options.
7. Be flexible with the student.
8. Consult with someone who can help.

# BIT GUIDE

SEE SOMETHING?  
SAY SOMETHING.  
DO SOMETHING.

Concerned about what you have witnessed in a student's behavior or class work? Call for assistance or a consultation.

### DISTRESSED STUDENT

Student who's persistently anxious, irritable sad, withdrawn, confused, or expresses suicidal or self-harming thoughts.

#### RESPONSE OPTIONS

1. Give the student your full attention.
2. Briefly acknowledge your observations.
3. Ask the student to evaluate their behavior.
4. Listen to the student's concerns.
5. Try to identify possible issue causing the unwanted behavior.
6. Offer hope to find an equitable solution.
7. Be flexible & communicate expectations with the student
8. Consult with someone who can help.

#### CONSULT

Colleagues, Department Chair, College Dean, Student Life, Student Health, Dean of Students

#### SUPPORT

Student Health Services  
Deborah Miller-Calvert, Dean x3332  
[dmliller-calvert@lbcc.edu](mailto:dmliller-calvert@lbcc.edu)

### DISRUPTIVE STUDENT LOW THREAT

Student behaviors (interrupting, sleeping, texting/talking) that disrupt learning and could escalate if they go unchecked.

#### RESPONSE OPTIONS

1. Be calm in de-escalating the situation.
2. Privately, explain how behavior is inappropriate. If behavior persists, ask them to leave. You may dismiss a student for up to 2 classes.
3. Refer incident to Student Conduct.
4. If student does not comply, contact Campus Police (562) 938-4910.

#### CONSULT

Department Chair, College Dean, BIT

#### REPORT

Office of Student Conduct  
[studentconcerns@lbcc.edu](mailto:studentconcerns@lbcc.edu)

### DISRUPTIVE STUDENT HIGH THREAT

Student whose conduct is imminently reckless, disorderly, or dangerous, threatening harm to self or others.

#### RESPONSE

If you are concerned for your safety or another person's safety immediately contact 911 for the LBCC Police.

### TITLE IX: SEXUAL HARASSMENT/MISCONDUCT

You become aware of an incident of sexual misconduct or harassment.

#### RESPONSE OPTIONS

1. Faculty/Staff are required to report instances of sexual assault or sexual harassment to the Title IX Coordinator.
2. Inform student that they are obligated to report incidents to the Title IX Coordinator.
3. If a student wishes to speak confidentially about an incident, encouraged them to contact Mental Health Services (x4210/3992).
4. Share this information in class syllabus.

#### TITLE IX REPORT

Kristin Olson, AVP, Human Resources,  
x4095, [kolson@lbcc.edu](mailto:kolson@lbcc.edu)

#### TITLE IX CONSULT

Deborah Miller-Calvert, Dean Student Affairs  
x3032, [dmliller-calvert@lbcc.edu](mailto:dmliller-calvert@lbcc.edu)

Faculty and staff can direct any questions or concerns they have regarding students to  
[studentconcerns@lbcc.edu](mailto:studentconcerns@lbcc.edu)  
You'll receive a response within 48 hours.

### STRESS INDICATORS

#### ACADEMIC

- Decline in quality of work/grades
- Repeated absences
- Multiple requests for extensions
- Conduct that interferes with class
- Disjointed content in writings/presentations

#### SOCIAL-EMOTIONAL

- Self-disclosure of personal distress, family problems, finance issues, suicidal thoughts
- Exaggerated personality traits (e.g., withdrawn or agitated, mutters under breath, slow responses)
- Excessive tardiness, anxiety, irritability, apathy, and impulsiveness
- Exaggerated emotional response

#### PHYSICAL

- Changes in grooming/hygiene/weight
- Excessive fatigue/sleep disturbances
- Intoxication, hangover, alcohol smell
- Disoriented or forgetful speech: slurred/rambling or disconnected

#### STUDENT HELP - 24 HOURS

Many students will experience a mental or emotional health challenge in their lifetime. We can aid them in connecting when they most need support.

TEXT: "COURAGE" TO: 741741

FREE, 24/7, CONFIDENTIAL

\*Student Affairs (Student Health Services and Student Conduct) staff are available to provide your department with training on how to respond to students in distress. If you would like to schedule a training, please contact Natalie Blair at X3995 or [n2blair@lbcc.edu](mailto:n2blair@lbcc.edu).

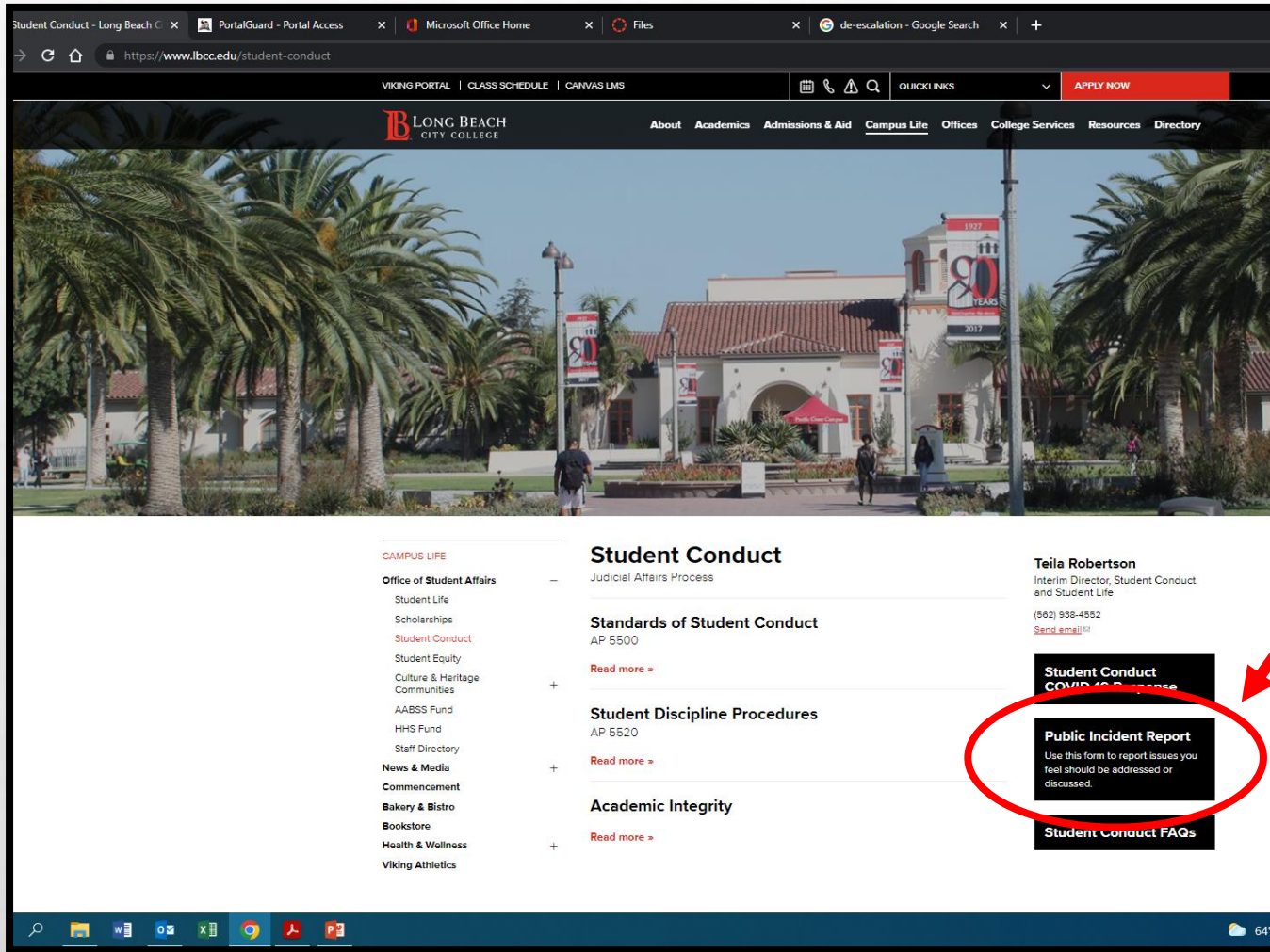
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*I am having an issue with a student.*

*What steps should I take?*

- Attempt to resolve the issue by consulting with your Department Head or Academic Dean for guidance and support.
- Your academic team has the ability to resolve many issues before they escalate into a conduct violation.
- You can also contact our conduct team for consultation.
- If there is clearly a conduct violation, then please submit an Incident Report to the Office of Student Conduct.
- Documenting the issue is always a good idea!





How to submit an incident report:

Go to LBCC, Campus Life tab,  
then Student Conduct Page :

<https://www.lbcc.edu/student-conduct>

Then click on “Public Incident Report”

OR

Go directly to the Public Incident  
Report form by clicking on this link:

[https://longbeachcc-advocate.symlicity.com/public\\_report/](https://longbeachcc-advocate.symlicity.com/public_report/)

# Student Conduct Team



**Deborah Miller-Calvert**  
Interim Dean of Student Affairs  
562-938-3032  
[dmiller-calvert@lbcc.edu](mailto:dmiller-calvert@lbcc.edu)



**Teila Robertson**  
Interim Director,  
Student Conduct and Student Life  
562-938-5265  
[trobertson@lbcc.edu](mailto:trobertson@lbcc.edu)



**Sylvia Garcia**  
Student Conduct Specialist  
562-938-4666  
[s2garcia@lbcc.edu](mailto:s2garcia@lbcc.edu)

*We are here to  
support you!*

*Have a great semester!*