

## **Student Discipline Process Summary**

The disciplinary process follows established procedures to promote and provide an educational experience that facilitates the development of students. It provides a prompt, fair, and equitable means to respond to incidents involving alleged violations of the Standards of Student Conduct and is designed to educate and, where appropriate, sanction those students who violate the Standards of Student Conduct. The expectation is that this experience has the potential of resulting in individual student growth, change in behavior, and an increased understanding of the student's responsibilities and privileges within our community. We seek both to promote a student's sense of responsibility by enforcing accountability, and to protect our community, when necessary, which may mean removing or restricting those who pose a threat to others.

### **Step 1: Alleged Incident Reported**

Any member of the District community who believes the Student Behavior Code has been violated must complete the online Student Incident Report form ([https://chaffey-advocate.symlicity.com/public\\_report/](https://chaffey-advocate.symlicity.com/public_report/)) to officially report the alleged violation(s). In the report, the reporting party will provide detailed information about the alleged violation(s) and will upload any documentation or evidence to support the report.

Student Incident Reports of alleged violations submitted online into the District-wide tracking system are automatically forwarded to the Executive Director of Student Support Services via email with a direct link to the reported case.

The Executive Director will investigate each Student Incident Report submitted to determine whether the student may have violated the Standards of Student Conduct. If so, the Executive Director will send a notice to the student. If not, the student will be found not responsible, the Executive Director will send a notice to the student and the case will be closed.

### **Step 2: Notice to Student**

Within five (5) instructional days from receipt, the Executive Director will contact the student to inform him/her that a Student Incident Report has been received where they allegedly violated the Student Behavior Code.

When contacting the student, the Executive Director will provide:

- The specific section(s) of the Standards of Student Conduct that the student is accused of violating
- A short statement of the facts supporting the accusation
- A statement of the potential sanctions/responsive actions that could result
- The right of the student to meet with the Executive Director to discuss the accusation, or to respond in writing

### **Step 3: Investigation Process**

The Executive Director will conduct investigations which will comprise of reviewing the Student Incident Report and any supporting documentation or evidence and may include an interview with the reporting party, person(s) alleged to have violated the Standard of Student Conduct, witnesses, and other persons having knowledge. Interviews with appropriate person(s) will determine the accuracy of the Student Incident Report, supporting documentation or other evidence for consideration.

*The information provided above is a brief summary of events, however, for further details on the Student Discipline process please contact the Office of Student Support Services or review the student handbook online through Chaffey's website.*

#### **Step 4: Meeting with Executive Director of Student Support Services and Student**

The Executive Director must meet with the student within ten (10) instructional days after the incident report has been submitted.

During the meeting between the Executive Director and the student, the student will:

- Have an opportunity to hear and view the alleged violations of the Student Behavior Code along with any supporting documentation and evidence
- Provide their side of the story, provide relevant information, and offer any mitigating factors

If the student chooses to respond in writing rather than attend the meeting, the written statement must be received by the date and time of the scheduled meeting.

#### **Step 5: Findings and Resolution Notice**

The Executive Director will consider the Student Incident Report and all accompanying documentation and evidence, along with the information gathered during the meeting with the student and will review the student's conduct history in determining what sanction(s), if any, is appropriate.

The Executive Director will send a written resolution notice to the student within five (5) instructional days from the date of the meeting between the Executive Director and student summarizing the meeting and sanction(s) imposed, if any. The Executive Director will upload a copy of the resolution notice into the District-wide tracking system, add any notes, and then close the case.

#### **Step 6: Standard of Proof for Findings**

In all cases involving alleged violations of the Standards of Student Conduct, the standard of proof for determining whether a student is Not Responsible or Responsible is the Preponderance of Evidence standard (e.g., more likely than not), as defined in Appendix A herein.

#### **Step 7: Types of Findings**

Not Responsible – In cases where it has been determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s). The case is closed and a record is retained within the Office of Student Support Services via the District-wide tracking system.

Responsible – In cases where it has been determined that sufficient evidence exists, by the Preponderance of Evidence standard, for a finding that the student is Responsible for the alleged violation(s).

#### **Step 8: Imposing Sanctions**

If a student is found Responsible, sanctions will be imposed by the Executive Director, as deemed reasonable and appropriate, pursuant to the available sanctions set forth within the Standards of Student Conduct. The student may elect to appeal the findings and sanctions subject to the limitations for grounds for an appeal.

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