

# 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
<b>Cheating, dishonesty, forgery, altering or misusing a document, plagiarism</b>	<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 academically dishonest actions took place, but were not intentional, use this as a teaching opportunity about expectations.</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 <b>may</b> also impose additional sanctions under the Student Code of Conduct, particularly for repeated infractions.</li> </ol>
<b>Irrational, Bizarre, or Disturbing Behavior (i.e. journal entry, social media post, email, text or information from other students, or other confusing behavior)</b>	<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 the CARES Team by contacting the Compliance Coordinator.</li> <li>2. The CARES Team 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 Student of Concern referral to the Compliance Coordinator</li> <li>3. Complete an <a href="#">incident report</a>.</li> </ol>
<b>Mental Health Concerns</b>	<p><b><u>Student seems depressed or anxious; student is upset and crying</u></b></p>	<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</li> </ol>	<p><b><u>Student is threatening to commit suicide</u></b></p> <p><b>Call 911.</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; offer to walk student to the Counseling Center; for services via remote learning, offer to call the Counseling Center for student so they can receive an immediate call back.</li> <li>3. Make a referral to a Counselor for outreach, informing student that a referral is being made and a counselor will be in touch.</li> </ol>	<p>immediate crisis counseling or ask a counselor to come to meet the student at your location. For services via remote learning, call/email the Counseling Front Desk to get connected to the on-call Crisis Counselor during normal RCC business hours.</p> <ol style="list-style-type: none"> <li>2. Make a referral to the Counselor who sits on the CARES Team (See the important resources page of this document).</li> </ol>	<ol style="list-style-type: none"> <li>1. If student is on campus, 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. If the student is in a virtual environment, call the Counseling Front Desk and request to speak with the on-call Crisis Counselor during normal RCC business hours.</li> <li>2. If the student is off campus, call 911 and request that a police officer conduct a wellness check on the student. 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>Sexual harassment and/or assault</b></p>	<p><b><u>Student makes a vague insinuation or statement about being the victim sexual harassment and/or assault</u></b></p> <ol style="list-style-type: none"> <li>1. Contact the Title IX Coordinator in the Resource section to discuss possible reporting requirements, options, and resources.</li> </ol>	<p><b><u>Student makes an explicit disclosure of being the victim of sexual harassment and/or assault</u></b></p> <ol style="list-style-type: none"> <li>1. Contact the Title IX Coordinator to report the situation. The student will be provided with options and resources by the Title IX Coordinator.</li> </ol>	<p><b><u>Student reports they are the victim of sexual harassment and/or assault and further states they are actively in danger</u></b></p> <ol style="list-style-type: none"> <li>1. If the student is off campus, call 911 and request that a police officer conduct a wellness check on the student and assess their safety.</li> <li>2. If the student is on campus, contact Campus Security to assess their safety and arrange escorts to and from campus locations.</li> <li>3. Provide student with local law enforcement contact information.</li> <li>4. Contact the Title IX Coordinator to report; the student will be provided with options and resources.</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 Student of Concern 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, or other medical emergency (like unexplained passing out)</b></p>	<p><b><u>Immediate care of student in seizure or other emergency</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</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> </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 accident/injury <a href="#">incident report</a>.</li> </ol>

	<p>be evaluated by a medically trained professional.</p> <ol style="list-style-type: none"> <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> <li>4. Locate the first aid/CPR/AED equipment.</li> </ol>	<ol style="list-style-type: none"> <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> <li>5. Provide first aid and/or CPR if certified.</li> </ol>	
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**IMPORTANT RESOURCES**

**Campus Security Numbers:** *Call 541-218-2930 after hours and when class is not in session.*

**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:** 541-956-7061 **Email:** [staggart@roguecc.edu](mailto:staggart@roguecc.edu)

**Counseling Department:**

**Counseling Front Desk:** 541-956-7443 **Email:** [counselingfrontdesk@roguecc.edu](mailto:counselingfrontdesk@roguecc.edu)

**Student Conduct:**

**April Hamlin** – Compliance Coordinator (Director of Advising & Compliance): **Office:** 541-956-7255 **Email:** [ahamlin@roguecc.edu](mailto:ahamlin@roguecc.edu)

**Deans**

<b>August Farnsworth</b>	Dean of Student Success	<b>Phone:</b> 541-956-7203	<b>Email:</b> <a href="mailto:afarnsworth@roguecc.edu">afarnsworth@roguecc.edu</a>
<b>Dr. Laura Hill</b>	Dean, Health and Public Service	<b>Phone:</b> 541-956-7031	<b>Email:</b> <a href="mailto:lhill@roguecc.edu">lhill@roguecc.edu</a>
<b>Kimberly Freeze</b>	Dean, Science and Technology	<b>Phone:</b> 541-956-7117	<b>Email:</b> <a href="mailto:kfreeze@roguecc.edu">kfreeze@roguecc.edu</a>
<b>Navarro Chandler</b>	Dean, Gen. Ed. And Transfer	<b>Phone:</b> 541-956-7030	<b>Email:</b> <a href="mailto:tchandler@roguecc.edu">tchandler@roguecc.edu</a>
<b>Dr. Jeanine Henriques</b>	Dean, Curriculum & Academic Excellence	<b>Phone:</b> 541-956-7118	<b>Email:</b> <a href="mailto:jhenriques@roguecc.edu">jhenriques@roguecc.edu</a>

**Title IX Coordinators**

<b>Lead Title IX Coordinator</b> – Jamee Harrington	<b>Office:</b> 541-956-7017	<b>Email:</b> <a href="mailto:jharrington@roguecc.edu">jharrington@roguecc.edu</a>
<b>Title IX Deputy Coordinator</b> – April Hamlin	<b>Office:</b> 541-956-7255	<b>Email:</b> <a href="mailto:ahamlin@roguecc.edu">ahamlin@roguecc.edu</a>
<b>Title IX Deputy Coordinator</b> – Sean Taggart	<b>Office:</b> 541-956-7061	<b>Email:</b> <a href="mailto:staggart@roguecc.edu">staggart@roguecc.edu</a>

## Forms and Procedures

1. Students Rights, Freedoms, & Responsibilities: <https://web.roguecc.edu/board-policies/ap-5999-student-rights-freedoms-and-responsibilities>
2. Discrimination, Harassment, and Violence, Including Sexual Harassment and Sexual Violence (Title IX): <http://web.roguecc.edu/title-ix-and-sexual-misconduct>
3. Information Technology Acceptable Use Procedure: <https://web.roguecc.edu/administrative-procedures/information-technology-acceptable-use-ap-037>

## CARE Team Referrals

1. Please email referrals for the Campus Assessment, Response, and Evaluation for Students (CARE) Team to April Hamlin at [ahamlin@roguecc.edu](mailto:ahamlin@roguecc.edu).
2. For concerns about a student at risk of self-harm, please email a referral to Julia Fisher at [jfisher@roguecc.edu](mailto:jfisher@roguecc.edu) or via phone 541-956-7195.

## CARE Team Members

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|---------------------|--|--------------|
| • Navarro Chandler  | <a href="mailto:tchandler@roguecc.edu">tchandler@roguecc.edu</a> ;     | 541-956-7030 |
| • Andrew Childress  | <a href="mailto:achildress@roguecc.edu">achildress@roguecc.edu</a> ;   | 541-956-7431 |
| • August Farnsworth | <a href="mailto:afarnsworth@roguecc.edu">afarnsworth@roguecc.edu</a> ; | 541-956-7203 |
| • Julia Fisher      | <a href="mailto:jfisher@roguecc.edu">jfisher@roguecc.edu</a> ;         | 541-956-7195 |
| • April Hamlin      | <a href="mailto:ahamlin@roguecc.edu">ahamlin@roguecc.edu</a> ;         | 541-956-7255 |
| • Mike McClure      | <a href="mailto:mmcclure@roguecc.edu">mmcclure@roguecc.edu</a> ;       | 541-956-7237 |
| • Mary Middleton    | <a href="mailto:mmiddleton@roguecc.edu">mmiddleton@roguecc.edu</a> ;   | 541-956-7230 |
| • Rusty Riis        | <a href="mailto:rriis@roguecc.edu">rriis@roguecc.edu</a> ;             | 541-956-7332 |
| • Sean Taggart      | <a href="mailto:staggart@roguecc.edu">staggart@roguecc.edu</a> ;       | 541-956-7061 |
| • Darren VanLehn    | <a href="mailto:dvanlehn@roguecc.edu">dvanlehn@roguecc.edu</a> ;       | 541-956-7144 |
| • Cessa Vichi       | <a href="mailto:cvichi@roguecc.edu">cvichi@roguecc.edu</a> ;           | 541-956-7035 |