

# **Policy/Regulation Revisions**

## **JK/STC Student Conduct/Discipline**

### **EXECUTIVE SUMMARY**

#### **Purpose:**

To bring to the School Board the above STC policy for first reading.

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In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Tech policy review committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

The referenced policies/regulations have been reviewed by administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned within the existing policies. Additional review included:

JK/STC Student Conduct/Discipline - changes necessary to clarify current practice

This policy will require a second reading. It will be posted for public review on the School District and Southeast Tech website and return to the board on December 6, 2023.

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#### **Policy Review Recommendation to School Board:**

Acknowledge first reading of JK/STC with the understanding that it will return for a second reading on December 6, 2023.



## STUDENT CONDUCT/DISCIPLINE

Southeast Technical College Policy JK/STC

### 1. Purpose

Southeast Technical College ([STC](#)) will develop reasonable and necessary rules and regulations governing student conduct which are approved by the School Board and communicated to all students through the STC Student Catalog/Handbook. All students will be under the jurisdiction of these rules. STC has a responsibility to establish rules which will assist in (1) avoiding disruption of the school program; (2) preventing the invasion of the rights of others; (3) protecting school property; and (4) alleviating any clear and present danger to the health safety and welfare of the student body and ~~the staff~~[employees](#).

STC has the responsibility to maintain a suitable environment for learning, and the responsibility for maintaining and facilitating the educational program. The President or President's designee is authorized by the Board to impose discipline, including suspension or termination of a student.

### 2. General Statement of Policy

Students attending ~~Southeast Technical College~~[STC](#) are required to conduct themselves with respect for self and others through their actions and language. Student behavior will reflect favorably on the individual and on STC, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with STC policies, rules and regulations.

Students attending STC are expected to comply with all federal, local and state laws and STC policies, rules and regulations. Students are expected to take personal responsibility for their conduct. Disciplinary measures will be imposed when student conduct violates STC policies, rules or regulations or threatens disorder, causes public disturbances, damages property, presents a danger to themselves or others, is of such a nature that continuation of the student at STC would be detrimental or contrary to STC's mission or detrimental to the educational environment, welfare, or safety of the student or other students.

#### APPLYING THE DISCIPLINARY RULES

1. Disciplinary action will be fair, firm, and consistent, and most appropriate to the situation for all students at STC.
2. Discipline may include anything from:
  - A reprimand
  - Removal from classes

- ~~Short-term suspension (not to exceed five (5) school days)~~
- Long-term suspension
- Termination of enrollment
- ~~Fines~~
- ~~Community service~~
- Grade of "F" on either an assignment or for the entire course
- Referral to STC support services
- Referral to law enforcement or other agencies

3. It is not possible to list every action that may result in discipline and STC reserves the right to respond to conduct or behavior not specifically listed in this regulation when such conduct threatens disorder, causes public disturbances, damages property, presents a danger to the student or others, is of such a nature that continuation of the student at STC would be detrimental or contrary to STC's mission or detrimental to the educational environment, welfare, or safety of the student or other students.

STC shall include a section within the STC Student Catalog/Handbook advising students of student conduct/disciplinary rules and procedures. Copies of the catalog are available in Admissions, the Student Success Center, the STC Library and online.

The following student misconduct shall constitute grounds for student discipline, including suspension, or termination when such activity occurs on school grounds or during participation in a school-sponsored activity or is such a nature that continuation of the student at STC would be detrimental or contrary to STC's mission or detrimental to the educational environment, or the welfare, or safety of the student or other students.

- Use of violence, force, coercion, threat, intimidation, harassment, hazing or similar conduct;
- Use of disrespectful or obscene language;
- Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property;
- Tampering with equipment;
- Causing or attempting to cause physical injury to an STC employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule;
- Threatening or intimidating any student or STC employee;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an STC function;
- Bomb threats, or false fire alarms involving STC property or personnel;
- Coming to campus or an STC function under the influence of, or using, dispensing, or possessing on campus or at an STC function a controlled or mood altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;
- Use of or possession of tobacco on campus by a minor or smoking in undesignated areas;
- Insubordination or being found to be habitually disobedient;

- Participation in outside organizations or activities detrimental or contrary to STC's educational environment and mission or detrimental to the education, welfare, or safety of the student or other students;
- Possession of pornographic materials;
- Engaging in any activity forbidden by federal law, the laws of the State of South Dakota or the ordinances of the City of Sioux Falls;
- Acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement;
- Forgery or misrepresentation or misuse of any document, record, or instrument of identification;
- Wearing clothing that may be disruptive or distracting to the educational process;
- Reckless or exhibition driving on campus parking lots or streets serving the campus;
- Sexual or other harassment of an STC employee or student;
- Failure to adhere to STC's computer usage policy as outlined in the STC Catalog/Handbook and the STC website. ([www.southeasttech.edu](http://www.southeasttech.edu));
- Students, both residents and non-residents, breaking STC on-campus housing rules or regulations.

### 3. Reporting Procedures

Students shall be afforded a fair procedure in regard to imposition of discipline which includes the right to (1) be informed of conduct which could result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; and (5) a penalty that is appropriate to the violation.

Discipline – Other Than Suspension or Termination:

Discipline, other than suspension or termination, may be imposed by an STC administrator or designee after investigating the alleged conduct or violation. The administrator or designee shall inform the student either orally or in writing as soon as possible after discovery of the alleged misconduct. The student shall be informed of the rule, regulation, policy or law that has allegedly been violated. The student will be given an opportunity to answer the charges and present evidence in his/her behalf. The Administrator or designee shall inform the student of the discipline to be imposed. The student may appeal the decision of the administrator or designee to the Vice President ~~of Student Affairs~~[for Enrollment Management](#) or the Vice President of Academics by submitting a written request within ten (10) calendar days after receiving the decision of the administrator or designee. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing to the Vice President ~~of Student Affairs~~[for Enrollment Management](#) or the Vice President of Academics within ten (10) calendar days of submitting the written appeal. The Vice President ~~of Student Affairs~~[for Enrollment Management](#) or Vice President of Academics shall render a written decision within ten (10) calendar days of meeting with the student or from receiving the student's written statement. The decision of the Vice President ~~of Student Affairs~~[for Enrollment Management](#) or the Vice President of Academics is final.

Suspension or Termination

Pursuant to Policy JK/STC~~1~~, the President designates the authority to suspend or terminate students to the ~~Vice President of Student Affairs~~Vice President for Enrollment Management and the Vice President of Academics. If the administrator recommends suspension or termination of the student, the administrator must prepare a written report of the alleged misconduct and the conclusions of any investigation within ten (10) calendar days of the conclusion of the investigation and provide a copy of the recommendation to the student. The ~~Vice President of Student Affairs~~Vice President for Enrollment Management or the Vice President of Academics, after reviewing the administrator's recommendation may exclude a student from STC classes, organizations or activities pending further investigation into the student's conduct. If suspension or termination is anticipated, the ~~Vice President of Student Affairs~~Vice President for Enrollment Management or the Vice President of Academics shall inform the student in writing within five (5) calendar days after receiving the Program Administrator's report. Prior to suspension or termination, the student shall be informed of the rule, regulation, policy or law that has been allegedly violated and given an opportunity to answer the charges and present evidence. The ~~Vice President of Student Affairs~~Vice President for Enrollment Management or Vice President of Academics shall render a decision within five (5) calendar days after reviewing the student's submission and completing any investigation.

The President shall be informed of the decision by the ~~Vice President of Student Affairs~~Vice President for Enrollment Management or Vice President of Academics. The student may appeal the decision of the ~~Vice President of Student Affairs~~Vice President for Enrollment Management or the Vice President of Academics to the President by submitting a written request within ten (10) calendar days of receiving the decision. The President shall review the decision and conduct any further investigation deemed necessary. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing within ten (10) calendar days of receiving the student's written appeal. The President shall render a written decision within ten (10) calendar days of the meeting with the student or receiving the student's written statement. The decision of the President is final.

#### 4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies.

~~Legal References: ###, ###, ###~~

##### Board Approved:

Policy		Board Action:
adopted:	2/23/98	28997
amended:	8/14/06	34504
amended:	6/14/10	35730
reviewed:	3/26/12	36326

Regulation		Board Action:
approved:	02/23/98	28997
revised:	03/08/04	33769

revised:	08/14/06	34504
revised:	06/14/10	35730
revised:	03/26/12	36326



# ~~Policies and Regulations~~

~~NEPN Code: JK R/STI~~

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## ~~Students~~

### ~~Student Conduct/Discipline~~

#### ~~Rules of Student Conduct and Discipline~~

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- ~~Termination~~
- ~~Fines~~
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- ~~Referral to STC support services~~
- ~~Referral to law enforcement or other agencies~~

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- ~~Use of violence, force, coercion, threat, intimidation, harassment, hazing or similar conduct;~~
- ~~Use of disrespectful or obscene language;~~
- ~~Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property;~~
- ~~Tampering with equipment;~~
- ~~Causing or attempting to cause physical injury to an STC employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule;~~
- ~~Threatening or intimidating any student or STC employee;~~
- ~~Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an STC function;~~
- ~~Bomb threats, or false fire alarms involving STC property or personnel;~~

- ~~Coming to campus or an STC function under the influence of, or using, dispensing, or possessing on campus or at an STC function a controlled or mood-altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;~~
- ~~Use of or possession of tobacco on campus by a minor or smoking in undesignated areas;~~
- ~~Insubordination or being found to be habitually disobedient;~~
- ~~Participation in outside organizations or activities detrimental or contrary to STC's educational environment and mission or detrimental to the education, welfare, or safety of the student or other students;~~
- ~~Possession of pornographic materials;~~
- ~~Engaging in any activity forbidden by federal law, the laws of the State of South Dakota or the ordinances of the City of Sioux Falls;~~
- ~~Acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement;~~
- ~~Forgery or misrepresentation or misuse of any document, record, or instrument of identification;~~
- ~~Wearing clothing that may be disruptive or distracting to the educational process;~~
- ~~Reckless or exhibition driving on campus parking lots or streets serving the campus;~~

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- ~~Sexual or other harassment of an STC employee or student;~~
- ~~Failure to adhere to STC's computer usage policy as outlined in the STC Catalog/Handbook and the STC website. ([www.southeasttech.edu](http://www.southeasttech.edu));~~
- ~~Students, both residents and non-residents, breaking STC on-campus housing rules or regulations.~~

## Procedure

### ~~Discipline—Other Than Suspension or Termination:~~

~~Discipline, other than suspension or termination, may be imposed by an STC administrator or designee after investigating the alleged conduct or violation. The administrator or designee shall inform the student either orally or in writing as soon as possible after discovery of the alleged misconduct. The student shall be informed of the rule, regulation, policy or law that has allegedly been violated. The student will be given an opportunity to answer the charges and present evidence in his/her behalf. The Administrator or designee shall inform the student of the discipline~~



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**STC Regulation Board Action:**

~~approved: 02/23/98 28997~~

~~revised: 03/08/04 33769~~

~~revised: 08/14/06 34504~~

~~revised: 06/14/10 35730~~

~~revised: 03/26/12 36326~~