# Student Code of Conduct Reporting Tips

THE OFFICE OF STUDENT CONDUCT AND JUDICIAL AFFAIRS



#### Reporting

To ensure the College is responding appropriately, consistently and fairly to alleged violations of the Student Code of Conduct, all members of the community should report incidents to SCJA as soon as possible after they occur. Email reporting is acceptable and your note should include the following:

- a) Name of student and student number, if known;
- b) Date and time of the incident;
- c) Nature of the behaviour;
- d) Action taken to correct the behaviour, if any; and
- e) Other relevant information.

### Example 1

In this example, the writer has addressed the situation with the student and does not anticipate further problems. He is reporting the incident because the student may have exhibited behavioural problems in other areas of the College (other classes or service areas) and because it is important to put the incident on the record in case there are future occurrences.

Nigel Hollingsworth Maggie Ross To: Subject: Student incident - no action needed Date: April-11-14 2:11:29 PM Hi Maggie I just wanted to let you know about one of my students - Mary Smith (ID# 100234567). She started yelling and swearing at another student at the end of class today. I was able to get her out into the hallway and speak with her. She was pretty angry at another student who she said bumped into her. I ran through my expectations about appropriate behaviour and she seemed to calm down. By the time we'd finished talking she apologized and said it wouldn't happen again. I've never had problems with her before and think my conversation with her will stop this from happening again. I did want to let you know about this, just in case. Thanks, Nigel

#### Example 2

In this example, the writer tried to address the situation but was not successful and had to ask the student to leave. When a student is asked to leave, the College needs a record of this exchange, so report the incident to both your supervisor/chair and SCJA. In this this example, the writer is also looking for some advice on what to do next.

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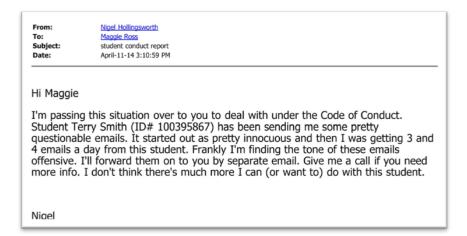
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Nigel Hollingsworth Maggie Ross To: Subject: student issue Hi Maggie. I've got a situation with a student you should know about. This fellow - Bob Smith (ID#1002987654) came to the service counter yesterday at about 3:30. He was extremely rude, pounded his fist on the counter and proceeded to tell me how incompetent I was; how he was a paying customer and demanded that I give him what he wanted; how he'd get me fired etc. etc. I did my best to calm him down but he was having none of it. I had to get my colleague to step in and she got the same treatment. We eventually had to tell him to leave, which he did, I but expect that won't be the last we hear from him. I'd like to get some advice on this one, or maybe get you to handle it? I really don't want to have to deal with that again. Give me a call as soon as you can. Thanks Nigel

### Example 3

In this example, the writer believes the matter is best addressed SCJA. The writer has records he will forward to the Office. These records will help in deciding the best response.



#### Follow-up

When a member of the community reports a possible violation of the Student Code of Conduct to SCJA, the Manager will follow-up with the writer. This may be an acknowledgement, a request for more information, an invitation to participate in the response process or to inform the writer as to the outcome.