



<b>Policy Name:</b>	Code of Conduct					
<b>Section Number:</b>	5.16	<b>Section Title:</b>	Student Affairs			
<b>Policy Owner:</b>	Vice President of Student Affairs		<b>Last updated:</b>	November 2019	<b>Reviewed:</b>	November 2019
<b>Status:</b>	Active		<b>Due for Review:</b>			

## CODE OF CONDUCT

To order Jones College living in such a way that the interests of the Jones College community as a whole and of the individual members are best served, the administration, faculty, and Student Government Association of Jones County Junior College (Jones College) have collaboratively established the following Code of Conduct. Although not all-inclusive, these statements concerning conduct apply to all students. Violation of this code would cause students to be subject to disciplinary actions. Students who register at Jones College agree to conform to its regulations and policies. The Student Affairs Committee may take actions they deem appropriate for any violation of Jones College regulations. The following actions are violations of Jones College regulations:

1. The manufacture, use, sale, possession, consumption, distribution, or abuse of mind altering or controlled substances, or evidence of consumption of controlled substances while on campus or a Jones College approved activity on or off campus. In addition, any student convicted of illegal use, possession, or sale of a drug may be suspended from the residence halls of the College for one calendar year regardless of whether or not the illegal act that gave rise to the conviction was committed on the Jones College campus.
2. The possession, consumption or evidence of consumption of alcoholic beverages while on campus, or a College approved activity on or off campus. Evidence of consumption includes the possession of an empty container on campus or at a Jones College approved activity on or off campus.
3. Use of tobacco product (in any form); the use of synthetic smoking products or the use of electronic smoking products on College-owned property or in Jones College owned vehicles.
4. Physical abuse, fighting, threats of physical abuse, mental abuse, bullying or hazing of any person including self on campus or at Jones College-sponsored or supervised functions or conduct of any type which threatens or endangers the health or safety of any person (including self). Hazing is defined as the subjection of any student to any embarrassing, ridiculous, humbling, or abusive act willingly or unwillingly.
5. Any form of actual or attempted sexual assault, domestic violence, dating violence, or stalking, as defined by Jones College policy. (See Sexual Misconduct Policy)
6. Participation in gambling activities of any form.
7. Intentionally issuing bad checks, ignoring legally binding financial obligations, or failure to pay indebtedness to Jones College.
8. Plagiarism, cheating, or knowingly furnishing false information to Jones College with intent to deceive or other forms of dishonesty in Jones College related affairs.

9. Disruptive activity, which is any action by an individual, group, or organization to impede, interrupt, interfere with, or disturb the holding of classes, the conduct of Jones College business, or unauthorized events and activities of any and all segments of Jones College. (See Freedom of Speech and Assembly Policy)
10. Failure to comply with directions of Jones College officials or law enforcement officers acting in the performance of their duties or to identify oneself to these officers when requested to do so. For this purpose, all students are required to have their identification cards on their person at all times when outside the residence hall to which they have been assigned by the institution. The same regulations apply to students who are domiciled elsewhere. ID cards are used for identification of students in case of accidents, emergencies, or cases where students are suspected of involvement of violations. Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of Jones College regulations and subjects the holder to disciplinary action.
11. Forgery, alteration, or misuse of Jones College documents, records, or ID cards. Students falsifying admission records may be denied admission to Jones College.
12. Failure to adhere to official notices from Jones College personnel, including electronic notices and notices on bulletin boards. Ignorance of notices will not be accepted as an excuse.
13. Disorderly conduct or breach of the peace including rioting, inciting a riot, assembling to riot, inciting to raid, and assembling to raid Jones College units.
14. Possession of firearms, explosives (including fireworks), swords, daggers, straight razors, knives, dangerous chemicals or other weapon on campus or in automobiles in campus parking areas.
15. Knowingly issuing a false report of a bomb, explosive, firearm, dangerous chemical or other weapon, or knowingly activating a false fire alarm.
16. Obstruction of the free flow of traffic, both pedestrian and vehicular, on Jones College-owned or Jones College-controlled property, or violation of campus motor vehicle regulations.
17. Disorderly conduct, sexual assault, lewd, indecent, or obscene conduct on campus or at a Jones College function.
18. Refusing to report to an administrative office when requested to appear.
19. Vandalism or malicious destruction, damage, or misuse of public or private property, including library materials.
20. Theft, larceny, embezzlement, or the temporary taking of the property of another.
21. Violation of campus curfew (2:00 am unless notified by Housing Office of earlier time) or violation of campus quiet hours (beginning at 10pm unless otherwise notified).
22. Unauthorized entry into or use of Jones College facilities, including both buildings and grounds, or aiding unauthorized entry or use by another person.
23. Use of open flame of any kind (candles are specifically prohibited in residence halls) or intentionally setting or adding to an unauthorized fire on campus.
24. Failure to adhere to emergency procedures as instructed by College personnel.
25. Violation of Jones College policies on audio/video recording, cell phones, or the Electronic Usage policy.
26. Violations of Jones College established policies or regulations, including regulations in the Student Handbook and other College publications pertaining to student organizations, students, faculty, administrative staff, non-academic employees, or procedures concerning the time, place, and manner of public expression. (See Freedom of Speech and Assembly)
27. Violation of rules governing residence on Jones College owned or Jones College-controlled property.
28. Violation of state, local, or federal laws.
29. Student conduct which shows disrespect and significantly interferes with Jones College teaching, research, administration, disciplinary procedures, or other activities, including public service functions or other authorized activities on Jones College premises.

In addition to these rules and regulations, all state laws pertaining to any act which, if committed within the State of Mississippi, would be criminal and punishable will also be criminal and punishable on the Jones campus, as authorized by Chapter 105, Section 37-105-9, Mississippi Code 1972. This Code of Conduct is not and does not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the highest ideals of themselves and Jones County Junior College.

## DISCIPLINARY ACTIONS

The Office of the Vice President of Student Affairs by delegated authority is assigned the responsibility of dealing with all disciplinary matters concerning the behavior of individuals, groups and/or student organizations. Disciplinary probation, fines, or other action may be imposed by the Office of the Vice President of Student Affairs or their designee when involving minor infractions in lieu of an appearance before the disciplinary committee, provided the student agrees to such action as imposed. The student will sign a statement of acceptance which will be maintained in the confidential file in the Office of Student Affairs. Disciplinary probation as imposed by the Office of the Vice President of Student Affairs may be accompanied by whatever restrictions the Vice President of Student Affairs deems necessary to impose. If disciplinary procedures are referred to the Student Affairs Committee, the committee may follow several courses of actions. Separation from Jones College may be imposed, which may take any of the following forms:

1. Suspension for the remainder of any semester in progress
2. Suspension for a longer, but definitely stated period of time
3. Indefinite suspension with a date established for the privilege of applying for readmission, such application to be reviewed and acted upon by the Committee
4. To recommend expulsion, which implies permanent separation from Jones College, The Office of the Vice President of Student Affairs or their designee will be present at each meeting to confer with the Chairman at their request about procedure. The Office of the Vice President of Student Affairs shall designate the person who will present evidence to the Committee on behalf of the College.

Confidentiality: The details relating to all disciplinary cases are confidential records and are maintained in the Office of Student Affairs. These files are not available to anyone outside the area of Student Affairs without the approval of the Office of the Vice President of Student Affairs.

The Student Affairs Committee shall be appointed by the college President. It shall be composed of a minimum of five members from the faculty. The chairman shall be appointed. Three members of the committee will constitute a quorum. A student may appeal the decision of the Student Affairs Committee by presenting a written request to the Vice President of Student Affairs within five days after the decision is reached. The case and evidence will be reviewed through proper appeal channels.

## MISCONDUCT

In order to protect the College's educational purposes and the College Community, Student Code of Conduct cases may be referred to the Student Affairs Committee for action wherever it occurs when as a result of such conduct:

1. They are convicted of a felony.
2. They are formally charged by civil authorities with the commissions of a felony of such a nature that their continued presence at the College is potentially dangerous to the health and safety of the College community.

3. There is strong and convincing evidence that they have committed a felony of such a nature that their continued presence at the College is potentially dangerous to the health and safety of the college community but civil authorities have not brought charges or imposed penalties.
4. Students who have been charged or convicted of a felony will not be allowed to live in the residence halls at Jones County Junior College.
5. **Interim Suspension:** The Vice President of Student Affairs may suspend a student until due process is provided if it is determined that a student presents a clear and present danger to the institution by remaining in the College as a student before the Student Affairs Committee may meet.
6. The College reserves the right to search lockers, automobiles, rooms, individual persons and their possessions, by the appropriate personnel upon the request and approval of the Vice President of Student Affairs. **PROBABLE CAUSE** must be presented to the Vice President of Student Affairs when there is a strong possibility that an individual or individuals are harboring stolen, dangerous, or illegal substances on or within the above stated group. Appropriate personnel will include the Chief of Campus Police, the Dean of Students, and Directors of Housing. Campus Police personnel may follow local, county, and state laws dealing with search and seizure when appropriate.

The College retains discretion to determine the College policies or procedures most appropriate for investigating, adjudicating, or otherwise resolving a disciplinary issue, and to vary procedures when circumstances require.

#### Due Process

A student charged with violation of the regulations and policies of the college is guaranteed by the Student Affairs Committee to:

1. Have the case heard by the Student Affairs Committee
2. Be notified of the following in writing 72 hours in advance: a. The charges against them b. The time and place that any disciplinary proceedings against them will occur c. Access to the testimony against them
3. Appear alone or with another person to advise and assist them before the Student Affairs Committee
4. Be present during all phases of the hearing except during the Committee's deliberations
5. Present evidence in their own behalf including witnesses
6. Have reasonable cross-examination of the testimony against them

#### Hearing Procedure

1. The College promises to all students access to due process.
2. Hearings will not be open to the public.
3. Records of the disciplinary hearings of the Student Affairs Committee will be documented and a secretary will be provided to keep a written digest of the proceedings. Records will be kept by the Vice President of Student Affairs in a locked file. Only those persons directly involved in a case may have access to the records pertaining thereto.
4. The hearing will be conducted in an orderly manner.
5. The accused will have an opportunity to be heard in their own defense. All recommendations of action shall be based upon the evidence presented which are determined to be in compliance of policies, rules, and regulations.
6. The accused will have the opportunity to hear and refute all testimony against them. The accused may present any evidence in their own behalf, may reply to charges in their own words, and may

present testimony in their behalf or have others present to testify on their behalf only related to the case at hand.

7. All matters upon which the decision is based must be introduced during the hearing.
8. The committee will consider the case in private and deliver the verdict directly to the accused.
9. Right to the appeals process by consulting the Office of Student Affairs.

## DISCIPLINARY RECORDS

A transcriptionist will be provided to make a written digest of the disciplinary proceedings. The written digest will be kept until the student graduates or transfers to another institution. The Office of Student Affairs maintains permanent records concerning the conduct of college students. These records are kept under strict security. Whenever a student requests an official transcript of their college record to support an application for transfer to another institution of higher learning or in support of an application for employment, the Vice President of Student Affairs will decide if a record of disciplinary action should be included as a part of the official transcript. If there is a disciplinary record, the decision is made in terms of two objectives: to protect the interests of the student while at the same time observing ethical standards in working with agencies, individuals, or corporations receiving college transcripts. A letter will be sent to the student when the decision of the Student Affairs Committee has been reached.