STUDENT CODE OF CONDUCT
The Code of Conduct outlines the expectations for student conduct and behavior at the College. Areas include: disruptive conduct causing physical or other harm to any person, sexual assault and misconduct, sexual harassment, interpersonal violence and stalking. For more information, visit fscj.edu/student-handbook.

CLASS ATTENDANCE
Faculty may have to manage a disruptive student in the classroom. After a warning, the student may be asked to leave the classroom due to behavior that infringes on the right of the faculty member to teach and other students to learn. The behavior should be documented and forwarded to the department chair and the Advising Center Manager. Security should be contacted if needed.

STUDENT DEATH NOTIFICATION
In the event of the death of a currently enrolled student, an official notification of Student Death will be issued by the Associate Vice President of Student Success office. Records pertaining to this student will be restricted by the College Registrar and no grades will be submitted. Faculty or staff members receiving information that a currently enrolled student has died are asked to contact the Associate Vice President of Student Success. The dean’s office will verify such reports and issue official notifications to the campus community and can arrange support services to faculty, staff and students.

ILLNESS POLICY
Students absent from classes or examinations because of illness should contact their professors.

INTERPERSONAL VIOLENCE
FSCJ is committed to maintaining a safe living, learning and work environment. This includes an environment free from sexual harassment, sexual assault, domestic and dating violence, stalking or other forms of harassment.

The sexual assault of a student, as well as any of the acts indicated above, should be reported directly to the Title IX coordinator or the Student Support Coordinator. All FSCJ employees have the obligation to report knowledge of a student who is a victim of these offenses. This includes student employees when acting in the performance of their duties.

IF AN ASSAULT OCCURS AFTER HOURS AND THE STUDENT WISHES TO REPORT IT, CALL 911 AND CAMPUS SECURITY. For victim advocacy services for a student who has been sexually assaulted after hours, contact the Women's Center of Jacksonville at (904) 722-3000.
INTERACTING WITH DISTRESSED STUDENTS – SIGNS OF DISTRESS

College students encounter a great deal of stress. Most students will cope successfully but for some, the demands of college life can be overwhelming and unmanageable. Students may feel alone, isolated and helpless, which may result in the student making poor life decisions or engaging in harmful behaviors. Faculty and staff are in a unique position to help students who are struggling with various issues. Anyone who is seen as caring and trustworthy can be a potential resource in times of trouble. Being aware of distress signals, methods of intervention and sources of help for the student can help you feel more in control of situations that may arise.

LISTED BELOW ARE SOME OF THE MORE PREVALENT SIGNS OF SOMEONE IN DISTRESS:

<table>
<thead>
<tr>
<th>CHANGES IN ACADEMIC PERFORMANCE OR BEHAVIOR</th>
<th>DISORIENTATION</th>
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<td>A marked sign of a student in distress is when an otherwise good student shows significant changes in classroom performance or behavior such as excessive absences or tardiness, poor preparation, avoiding participation, changes in pattern of interaction, excessively anxious, disruptive in class and exaggerated response to a situation.</td>
<td>Some distressed students may seem &quot;out of it.&quot; You may witness a diminishment in awareness of what is going on around them, forgetting or losing things, misperception of facts or reality, rambling or disconnected speech and behavior that seems out of context or bizarre.</td>
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<th>DEPRESSION</th>
<th>DRUG AND ALCOHOL ABUSE</th>
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<td>While we all may feel depressed at times, &quot;normal&quot; depression may consist of only one or two symptoms and usually passes within days. Clinically depressed students will exhibit multiple symptoms for a longer period of time. Some of these symptoms are sleep disturbances, poor concentration, change in appetite, loss of interest in pleasurable activities, withdrawal, poor hygiene, loss of self-esteem and preoccupation with death.</td>
<td>Signs of intoxication while interacting with College officials or during class are indicative of a problem that requires attention.</td>
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<th>AGITATION OR ACTING OUT</th>
<th>SUICIDAL THOUGHTS</th>
<th>VIOLENCE AND AGGRESSION</th>
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<tr>
<td>This would represent a departure from normal or socially appropriate behavior. It might include being disruptive, restlessness or hyperactivity, being antagonistic and increased alcohol and/or drug abuse.</td>
<td>Most people who attempt suicide communicate early messages about their distress. These messages can range from &quot;I don’t want to be here,&quot; to a series of vague &quot;good-byes&quot; to &quot;I’m going to kill myself.&quot; Nonverbal messages could include giving away valued items and putting legal, financial and college affairs in order. All of the above messages should be taken seriously.</td>
<td>You may become aware of students who may be dangerous to others. This may be manifested by physically violent behavior, verbal threats, threatening email or letters, harassing or stalking behavior and papers or exams that contain violent or threatening material.</td>
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INTERVENTION GUIDELINES: WHAT CAN YOU DO?

If you choose to approach a student you’re concerned about or if a student reaches out to you for help with personal problems, here are some suggestions that might make the opportunity more comfortable for you and more helpful for the student.

**TALK** to the student in a private, face-to-face meeting when you both have time and are not rushed or preoccupied. Give the student your undivided attention. If you have initiated the contact, express your concern in behavioral and nonjudgmental terms.

**LISTEN** to thoughts and feelings in a sensitive, nonthreatening way. Communicate understanding by repeating back to the student. Try to include both content and feelings. Let the student talk.

**GIVE** hope by assuring the student that things can get better. It is important to help them realize there are options. Suggest resources and try and connect them with a professional. Don’t try to solve the student’s problems.

**AVOID** judging, evaluating and criticizing even if the student asks your opinion. Such behavior is likely to push the student away. It is important to respect the student’s value system, even if you don’t agree with it.

**MAINTAIN** clear and consistent boundaries and expectations. Maintain the professional nature of the faculty/student or staff/student relationship and the consistency of academic expectations. It is important that you not promise to keep something confidential, in the event you need to consult with someone else about an urgent situation.

**REFER** the student to the appropriate professional. Help them recognize that help is available and that it is a sign of strength to seek help. Let the student know what they might expect and what options are available. Students are adults who may refuse a referral. Give the student an opportunity to reconsider by attempting to address any concerns they may have about the referral. You may also offer other alternatives (e.g., off-campus counseling).

**FOLLOW-UP** with the student after your initial contact. Find out if they were able to obtain appropriate help and demonstrate your commitment to assist them in this process.

**CONSULT** with Student Services when in doubt about the appropriateness of an intervention, call the Student Support Services office or the dean of student success. A student whose behavior has become threatening, violent, or who has directly threatened to harm self or others, requires immediate intervention.

If an urgent concern about a student arises after office hours, contact Campus Security and/or 911 for assistance.
YOU ARE THE FRONT LINE POINT OF CONTACT: FACULTY, STAFF, INSTRUCTORS, ETC.

AGGRESSION ........................................... 911 & Campus Security
Aggressive, emotional behavior requiring immediate assistance.
If a student is exhibiting aggressive behavior, or you perceive a threat of violence or other unlawful behavior and safety is a concern, call 911 and Campus Security immediately. Also, report the concern to the Advising Center Manager.

EMOTIONAL BEHAVIOR ............................. Student Support Coordinator
Serious emotional behavior that prevents a student from conducting day-to-day activities.
For concerns related to depression, anxiety, disorientation, alcohol and drug addiction or thoughts of harming self, respond promptly and refer the student to the Student Support Services office on your campus.

VETERAN/MILITARY ................................. (904) 357-8890
Issues concerning student veterans, service members or dependents.
VetSuccess provides a supportive, on-campus environment where students may obtain assistance in making a smooth transition to college and successfully completing their educational programs. Two full-time counselors serve as a “one-stop liaison” for veterans, active duty military and their eligible family members.

DISABILITY CONCERN .........................Student Support Coordinator
Concerns about the performance of a student who has a physical or learning disability.
If a diagnosed or possibly undiagnosed disability could be negatively affecting a student’s academic performance, contact Student Support Services about accommodations and other assistance that may benefit the student.

INTERPERSONAL VIOLENCE ..................... Student Support Coordinator
Concerns about possible sexual violence, dating or domestic violence involving a student.
If you suspect a student has been the victim of sexual assault, sexual harassment, dating or domestic violence or stalking, direct the student to Student Support Services.

SUICIDAL INTENT ................................. 911 & Campus Security
Concerns about a student expressing intent to harm self.
If a student is expressing intent of harming self and you believe the student is in imminent danger, keep the student in your office and contact 911 and Campus Security. Also, notify Student Support Services on your campus for follow up.

DISRUPTIVE CONDUCT & BEHAVIOR .........Advising Center Manager
Concerns about student violation of code of conduct.
If a student is engaging in disruptive conduct or behavior that violates the code of conduct, and direct attempts to address the behavior have failed, a disciplinary complaint can be filed with an Advising Center Manager.
IMPORTANT PHONE NUMBERS

EMERGENCY
Jacksonville Fire/Rescue Emergency and/or Jacksonville Sheriff’s Office (JSO) Emergency ....................... 911
JSO Non Emergency ........................................ ............................ (904) 630-0500

SECURITY DEPARTMENT
Administrative Offices ............................................. (904) 632-3396
Advanced Technology Center .................................. (904) 633-8200
Cecil Center ............................................................... (904) 779-4100
Cecil Center – Aviation Programs ............................ (904) 317-3803
Downtown Campus .................................................. (904) 633-8200
Kent Campus ............................................................ (904) 381-3688
Nassau Center ........................................................... (904) 548-4450
North Campus ............................................................ (904) 713-4847
Open Campus/Deerwood Center ............................. (904) 997-2731
South Campus ........................................................... (904) 673-2120

STUDENT ADVISING CENTER MANAGERS
Cecil Center ............................................................ (904) 779-4205
Downtown Campus .................................................. (904) 632-3038
Kent Campus ............................................................ (904) 381-3639
Nassau Center ........................................................... (904) 548-4433
North Campus ............................................................ (904) 713-4847
Open Campus/Deerwood Center ............................. (904) 997-2731
South Campus ........................................................... (904) 673-2120

TITLE IX COORDINATOR ............................................ (904) 633-8403

STUDENT SUPPORT SERVICES
Collegewide .............................................................. (904) 997-2527
Downtown Campus .................................................. (904) 633-8488
Kent Campus/Cecil Center ....................................... (904) 381-3500
North Campus/Nassau Center ................................. (904) 766-6784
Open Campus/Deerwood Center ............................. (904) 997-2594
South Campus ........................................................... (904) 646-2191
Military Members and Veterans ............................... (877) 633-5950