



ALAMO COLLEGES DISTRICT  
San Antonio College

Student Conduct & Title IX Office

# The SAC Cares

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## Guidebook

# SAC Cares

## A Culture of Respect

*“Together we can build a culture of respect.”*



***SAC Cares: A Culture of Respect*** is San Antonio College’s (SAC) initiative that strives for an environment which values, affirms, and celebrates the diversity of its students, staff, and faculty. We are committed to creating a culture of learning and service through mutual respect, cooperation, and accessibility.

In line with San Antonio College’s commitment to appropriately address and/or resolve complaints or issues, the SAC Cares Office facilitates the resolution process between parties and continually educates the campus community in practices that best support our community members.

### **Mission Statement**

The Student Conduct and Title IX Office at SAC is committed to creating an environment that upholds the behavioral and academic standards articulated in the *Student Code of Conduct* (F.4.2). Our team supports SAC’s mission in assisting students reach their potential by encouraging critical thinking, personal and civic responsibility, and transformative decision-making.

Through a holistic and educational process, students are encouraged to engage in self-reflection regarding how their actions impact themselves and others. As a result, students are empowered to actively participate in their college experience and achieve lifelong success through the development of their behavior and integrity.

In an effort to continually educate and inform the campus community of our services, we have provided this guidebook as a quick reference.

## Non-Academic Misconduct (NAM)

The Alamo Colleges administrative disciplinary process is not intended to punish students, but rather to protect the learning environment, to safeguard the interests of the Alamo Colleges' community, and to challenge those whose behavior is not in accordance with the [\*Student Code of Conduct\*](#).

The following is a list of common behaviors, conduct, and activities prohibited on college district property and warrant a referral to the Student Conduct & Title IX Office:

- Engaging in Inappropriate Behavior or Communications,
- Engaging in Disruptive or Threatening Behavior
- Assault
- Alcohol and Drug Use
- Failure to comply with instructions of college official



In the event a student's behavior threatens the health and safety of themselves or others, it may be appropriate to contact the Alamo Colleges Police Department (ACPD) at 210-486-0911. Be prepared to provide student information/description and location.

## Strategies of Behavioral Intervention (SOBI)

The SOBI Team promotes the student's well-being, a thriving campus environment, and successful academic experiences through an active process of assessment and intervention.

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As you engage with community members in your respective role here at SAC, you may encounter situations or individuals that display concerning behavior. It is important to recognize the signs of someone in need and to appropriately refer them to the SOBI team for proper assessment and intervention.

The following is a list of common behaviors, conduct, or activities that would warrant a referral to the SOBI team:

- Hostile or aggressive behavior
- Depression
- Isolation/withdrawal
- Decline in self-care/hygiene
- Excessive absences or lack of engagement
- Classroom management issues



When submitting a SOBI report, please include as much detail as possible. This will allow the team to evaluate the best course of action to take and which resource(s) would be most beneficial for the individual in need.

# Title IX

Title IX is a federal law that prohibits discrimination based on sex (gender), sexual orientation of employees and students of educational institutions receiving federal financial assistance. Title IX's prohibition of discrimination includes acts of sexual harassment and relationship violence.

As a responsible employee, you are required by law to report all relevant information when you are placed on notice of a student's involvement in a Title IX issue. Timely reporting via the Title IX link helps us fulfill our commitment of maintaining an academic and working environment free from sex-based discrimination, including sexual violence. Relevant information includes names of involved parties, time, date, location, nature of the incident, and any contact information.

Title IX includes, but is not limited to:

- Sexual Assault/ Harassment
- Dating/ Intimate partner Violence
- Domestic Violence
- Stalking
- Pregnancy Accommodations



If a student wishes to discuss a Title IX incident but does not want it reported to the Title IX office, you should refer them to Counseling Services or other campus employees subject to confidentiality laws prior to disclosure of any details. You must advise to the student that the sharing of certain Title IX based information will require you to report to the Title IX Coordinator or designee.

## **SAC Interim Title IX Coordinator**

Dr. Tiffany Cox-Hernandez

[tcox29@alamo.edu](mailto:tcox29@alamo.edu)

## **SAC Title IX Lead and Director of Student Conduct and Title IX**

Camille Cartwright

[ccartwright3@alamo.edu](mailto:ccartwright3@alamo.edu)

210-486-1207

# SAC CARES SERVICES

## Complaint/Feedback Management

San Antonio College is committed to appropriate resolution of complaints as efficiently and effectively as possible. We believe providing a mechanism for complaints and/or grievances to be heard gives us the opportunity to improve our services.

Prior to filing a Non-Academic Grievance, guest and students are encouraged to make efforts to resolve the matter directly with the faculty or department. If a reasonable effort has been made to correct the issue with no resolve, a report can be submitted via the [SAC Feedback and Complaint website](#).



If a student has attempted to resolve the matter with the department and has been unsuccessful, they are welcome to submit a Non-Academic Grievance.

All feedback, complaints, and non-academic grievances are provided to the corresponding department administration. Once reviewed, administration will reach out to the reporting party to begin the resolution process.

## Student Petitions

There are various circumstance that may prevent a student from successfully completing an academic course. Students may submit a Petition and provide supporting documentation for SAC courses in which the following reasons or situations resulted in the inability to complete a course:

- Physical or mental health illness, or injury
- Death of family member/roommate/close friend
- An unforeseen hardship that impacted student academic progress

ALAMO COLLEGES DISTRICT San Antonio College		Student Petition		
Student Conduct & Title IX Office				
Name (Last, First, MI)		Banner ID #		
Local Address	Street	City	State	Zip
Phone Number		Alamo Colleges Email address (example: jibor@student.alamo.edu)		
<p>Instructions: By submission of this petition, you agree to the following:</p> <ul style="list-style-type: none"><li>• Be <b>SPECIFIC</b> and <b>CLEAR</b> in your request.</li><li>• It is the student's responsibility to ensure that all the required documentation is turned in at time that the Petition is submitted.</li><li>• Petitions for academic terms that are <b>over one year from the current term</b> will not be reviewed. Example: Issues occurring in Spring 2017 will not be heard on a Petition submitted after Spring 2018.</li><li>• This petition is <b>NOT</b> for Grade Change or Audit requests, Three-Peat Rule, or any departmental decisions made based on state or federal guidelines that the department must abide by.</li><li>• A student requesting to drop one or more courses must meet with their instructor and assigned advisor prior to completing this petition. If applicable, please attach any documentation you would like the committee to review.</li><li>• A student requesting a back-dated withdrawal understands that he/she may be required to repay Financial Aid received from San Antonio College if this petition is granted. This amount could be the sum of federal, state, external, institutional aid awarded.</li></ul> <p>Once completed, petitions and all supporting documentation are submitted via email to sac-cares@alamo.edu, the Student Conduct &amp; Title IX Office. The student will be notified once a decision has been rendered. We are prohibited from forwarding personal and confidential information to any email address other than the ACES student email address.</p>				
Today's Date	Type of Request	Semester/Year		
Reason for petition _____				

The Student Petition form does not apply to decisions regarding:

- Financial aid eligibility
- Grade changes, three-peat rule
- Residency or anything that requires departmental decisions are not done through the petition process.

Courses taken/completed at other Alamo Colleges will be referred to their respective Petition point of contact.

NOTE: If Financial Aid was received we must abide by policies, regulations enforced and agreements made with the Department of Education. If a Financial Aid refund was awarded prior to submission of a petition, the student is responsible for reimbursing funds if the award agreement was not kept.

## Trainings and Classroom Presentations

In an effort to serve the campus community and educate students, staff, and faculty, the Student Conduct and Title IX office provides various presentations and trainings throughout the year. Current trainings offered are as follows:

### Faculty/Staff

De-escalation Strategies

Classroom Management

SOBI, Conduct, and Title IX Reporting

Support and Intervention: Assisting students with Impacting Mental Health Concerns

SOBI: Recognizing Student Needs

### Student

Title IX Classroom presentation

SAC Cares: SOBI, Non Academic Misconduct, Title IX, Feedback, Petition, and Non Academic Grievance Resources



To request a presentation or training please email [sac-cares@alamo.edu](mailto:sac-cares@alamo.edu). Trainings can be conducted in-person or via zoom.

## Important Campus Resources

The Student Conduct and Title IX office works closely with various campus departments in an effort to best serve our students. Below is a list of campus resources that work closely with our office and assist in handling a variety of student needs.



### **Advocacy Center and Counseling Services**

[sac-advocacyctr@alamo.edu](mailto:sac-advocacyctr@alamo.edu)

[sac-counseling@alamo.edu](mailto:sac-counseling@alamo.edu)

210-486-1111

**Director-** Jillian Denman

### **disABILITY Student Services**

[Sac-dSSstudent@Alamo.edu](mailto:Sac-dSSstudent@Alamo.edu)

210-486-9143

**Director-** Jennifer Alvizo

### **Alamo College Police Department (ACPD)**

Non-emergency 210-485-0099

Emergency 210-485-0911

### **Veterans Affairs**

[Sac-va@alamo.edu](mailto:Sac-va@alamo.edu)

210-486-0111

**Director-** Tammy Micallef

### **Risk Management**

[Sac-riskmgmt@Alamo.edu](mailto:Sac-riskmgmt@Alamo.edu)

210-486-0902

**Director-** Janae Johnson



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[sac-cares@alamo.edu](mailto:sac-cares@alamo.edu)

210-486-0926

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