

Code of Conduct

Reference Manual



LSC-CyFair

LSC-Kingwood

LSC-Montgomery

LSC-North Harris

LSC-Tomball

LSC-The University Center

Revised as of July 14, 2009

"This Code of Conduct Reference Manual (CCRM) should be used as a resource to assist faculty, staff, and students with policy and procedure related to handling inappropriate behavior. Regular updates and/or modifications may periodically occur and will be notated within the CCRM manual and website. Any questions regarding the document and/or its contents should be directed to the Chief Student Service Officer at your particular campus."

Table of Contents

Philosophy and Objective	5
Section 01 – Disciplinary Matrix.....	6
Section 02 – Code of Conduct-Behaviors.....	25
02.01 Alcohol and Drug Use.....	25
02.02 Appeals.....	25
02.03 Assault.....	26
02.04 Assault, Sexual	26
02.05 Burglary of Coin Operated or Coin Collection Machines	26
02.06 Campus Resources, Misuse.....	26
02.07 Children, Unattended	27
02.08 Class Attendance.....	27
02.09 Complaints	27
02.10 Computer Use	28
02.11 Confidentiality.....	29
02.12 Criminal Mischief	29
02.13 Demonstrations	29
02.14 Disabilities	30
02.15 Disciplinary Procedures.....	30
02.16 Disorderly Conduct	30
02.17 Disruptions.....	31
02.18 Disruptive Activities	32
02.19 Disrupting Meeting or Procession	32
02.20 Dress Code/Attire	32

02.21 E-Mail Privileges	32
02.22 Enforcement of Rules and Regulations	32
02.23 False Alarms or Report	33
02.24 First Amendment Rights	33
02.25 Gambling	33
02.26 Graffiti	34
02.27 Grievance/Sanction(s) Appeals Procedures	34
02.28 Group Offenses	34
02.29 Harassment	35
02.30 Hazing	35
02.31 Identification of Persons on Campus	36
02.32 Interference with Emergency Telephone Call	37
02.33 Loss of Computer Privileges	37
02.34 Misconduct, Academic (plagiarism, cheating, and other)	37
02.35 Misconduct, Non-Academic	38
02.36 Obscene Display or Distribution	40
02.37 Obstructing Highways or Other Passageways	40
02.38 Overloading of Computer Resources	40
02.39 Parking, Blocking or Impeding Traffic	40
02.40 Plagiarism	43
02.41 Prohibited Use of Computers	41
02.42 Prohibited Weapons	42
02.43 Public Access Computer Terminals	42
02.44 Public Intoxication	43

02.45 Publication - Hazing 43

02.46 Reckless Damage or Destruction 43

02.47 Records, E-mail 43

02.48 Refusing or Failing to Leave Building Closed to Public..... 43

02.49 Sexual Harassment..... 44

02.50 Smoking Violation 44

02.51 Stalking..... 44

02.52 System Property..... 45

02.53 Terrorist Threats 46

02.54 Theft..... 46

02.55 Threats/Acts of Violence..... 46

02.56 Trespass/Damage..... 47

02.57 Unauthorized Persons; Refusal of Entry, Ejection, Identification..... 47

02.58 Weapons 47

Appendix 49

Philosophy and Objective

Philosophy

The Lone Star College System (LSCS) shall provide a safe and responsive learning environment for all students. LSCS believes that students are adults who are responsible for their own actions and should be free to pursue their educational objectives in an environment that promotes learning and protects the integrity of the academic process and the learning community.

Objective

The purpose of the Code of Conduct Reference Manual (CCRM) is to provide LSCS administrators, faculty, staff, and students with a **resource** to better understand the types of inappropriate behavior within a learning institution; both within and outside a classroom environment. The CCRM makes available, within a disciplinary matrix, fifty-eight behaviors along with student rights and responsibilities that provide guidance to students and employees involved in untoward behavioral situations. The matrix also offers additional information by referring to more-detailed behavioral descriptions in Section II of the manual and culminates with a list of helpful definitions in an attached appendix. More detailed information related to the student code of conduct may be found in the Lone Star College System's website – refer to the policies student discipline and penalties.

Section 01 – Disciplinary Matrix

Each campus shall designate an administrator to be directly responsible for student services on the campus.

Each student shall be charged with notice and knowledge of the contents and provisions of the System’s rules and regulations regarding student conduct. These rules are in effect when a student attends or participates in any activity sponsored or endorsed by the System.

All students shall obey the law, show respect for properly constituted authority, and observe proper standards of conduct.

Any student violating any policy shall be subject to discipline, including suspension, in accordance with Board Policy and applicable law. In the event of a violation of Board Policy, it is also a violation of state and/or federal law the System may decide to proceed or may delay its own disciplinary processes.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
02.01 Alcohol and Drug Use	Alcohol/Drug Use, p. 27	1) Report the incident to any LSCS staff or the Dean of Student Services. 2) If you are a witness to the incident, inform the person that possession, use of/or distribution of alcohol and drugs is prohibited on campus. If the person is intoxicated and becomes combative call LSCS Police or security immediately.	1) Report the incident to supervisor as well as the Dean of Student Services. 2) Complete “Student Disciplinary Referral” form. a) Contact campus police (Police Emergency Communication, 281-290-5911) if student appears to be impaired. b) Contact counselor. c) Contact Dean of Student Services.
02.02 Appeals	Appeals, p. 27	If you have been penalized due to a violation of the student conduct policy, you may appeal the sanction(s) imposed by the Dean of Student Services to a Student Discipline Appeal Committee. The appeal shall be submitted in writing to the Chief Student Services Officer within ten (10) working days. During the review of your appeal, you may not register without the approval of the Dean of Student Services. You will be notified of the outcome of your appeal in person or	Contact Dean of Student Services: LSC-CyFair: Dr. Diana Pino LSC-Kingwood: Dr. Nadine Jenkins LSC-North Harris: Mrs. Marilyn Dement LSC-Montgomery: Dr. Jade Borne LSC-Tomball: Mr. Ed Albracht

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		by certified, return receipt requested mail.	
02.03 Assault	Assault, p. 27	1) Report the incident to the LSCS Police immediately. 2) If you are a witness to the incident, provide, as objectively as possible, any information related to the incident to the investigating police officer. 3) If you are the victim, provide ID to the police officer and name(s) of individuals who assaulted you and names or description of witnesses present when the incident occurred.	Contact Police Emergency Communication, 281-290-5911 and contact Dean of Student Services.
02.04 Assaults/Sexual	Sexual Assault, p. 28	1) If you are the victim, notify police if you need medical assistance and describe what happened, who the attacker was, complete description of physical appearance and characteristics of the attacker. Contact Police Emergency Communication, 281-290-5911. 2) If you are a witness to the incident, call LSCS Police emergency line. Stay on the line and provide location of the incident, physical description of the victim and the perpetrator.	Immediately contact Police Emergency Communication, 281-290-5911 and contact Dean of Student Services.
02.05 Burglary of a Coin-Operated or Coin- Collection Machine	Burglary of a Coin Operated or Coin Collection Machine, p. 28	Contact Police Emergency Communication Dispatch Center, 281-290-5911.	Contact Dean of Student Services and/or Contact: Police Emergency Communication 281-290-5911
02.06 Campus Resources, Misuse	Campus Resources, Misuse, p. 28	1) Report the incident to any LSCS staff or Dean of Student Services. 2) Describe the nature of abuse or misuse of campus resources.	1) Give a verbal warning telling the student what behavior is expected of him/her. 2) Report the incident to supervisor and follow any pertinent departmental procedures. 3) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Services.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
02.07 Children, Unattended	Children Unattended, p. 29	<p>Report the incident to the Dean of Student Services. A person commits an offense if he/she:</p> <ul style="list-style-type: none"> a) leaves a child in any campus location without providing reasonable, necessary, and appropriate care for the child; b) having custody, care or control of a child younger than 15 years and intentionally abandons the child in any place and under circumstances that expose the child to an unreasonable risk; or c) intentionally, knowingly, recklessly, or with criminal negligence, by act of omission, engages in conduct that places a child younger than 15 years old in imminent danger of death, bodily injury, physical, or mental impairment. 	<ul style="list-style-type: none"> 1) Inquire from child the location of the parent. 2) If minor is very young or potentially in danger, secure child in safe area and contact Campus Police.
02.08 Class Attendance	Class Attendance, p. 29	<ul style="list-style-type: none"> 1) Review course syllabus for attendance requirement. 2) Check with faculty member if attendance policy is not covered by course syllabus. 	Contact your class instructor for information provided in the syllabus regarding class attendance requirements.
02.09 Complaints	Complaints, p. 29	<p>You may bring your complaint in person or in writing and state the nature of the complaint. A complaint referral form will be completed.</p> <ul style="list-style-type: none"> 1) You may direct your complaints to the instructional dean's office for matters related to academic services. 2) You may direct your complaints to the Dean of Student Services for matters related to student services 3) You may direct your complaints to the office of administrative services for 	<p>Contact:</p> <p>Academic/Classroom Related Complaints: Instructional Dean.</p> <p>Student Services Related Complaints: Student Services Dean.</p>

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
<p>02.10 Computer Use</p>	<p>Computer Use, p. 30</p>	<p>matters related to facilities & buildings.</p> <p>1) Report to Dean of Student Services anyone who deliberately prevents other users' access to the System's computer system, degrades system performance, copies and/or destroys files.</p> <p>2) The user commits a violation of this policy if the person performed or be in the process of performing one or more of the following actions:</p> <ul style="list-style-type: none"> a) intentionally disrupting access of other students, faculty, college employees, or community members to the System's computer resources; b) knowingly obtains access and/or computer account/s, identification number, password assigned to another student, faculty member, and/or college employee; c) misusing System computer equipment by such activities as falsifying, altering records or documents, damaging programs belonging to another, sending harassing, threatening material, or duplicating copyrighted software unlawfully; d) intentionally using System computer resources to store, download, upload, display, print, and/or e-mail computer images that constitute "obscene materials" as defined by Section 43.21 of the Texas Penal Code and that are not directly related to, or required for, a specific educational course or approved research project related to an educational program; e) displaying or transmitting 	<p>Contact Dean of Student Services</p>

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>messages, images, cartoons that are sexually explicit or that demean a person on the basis of race, ethnicity, gender, national origin, disability and/or religion;</p> <p>f) using system e-mail or other computer resources for commercial purposes or personal financial gain.</p>	
02.11 Confidentiality	Confidentiality, p. 31	<p>1) Notify the student services office if any of your information has been released or accessed without authorization.</p> <p>2) Submit a letter to the admissions office prohibiting release of personal information as defined by FERPA rules.</p>	Contact the Dean of Student Services or designee.
02.12 Criminal Mischief	Criminal Mischief, p. 31	<p>Report the incident to LSCS Police Emergency Communication, 281-290-5911. A person commits an offense if, without the consent, he/she intentionally or knowingly:</p> <p>1) Damages or destroys the tangible property of the LSCS colleges;</p> <p>2) Tampers with the tangible property of the LSCS system and causes pecuniary loss or substantial inconvenience; or</p> <p>3) Makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of LSCS System.</p>	<p>1) Contact Police Emergency Communication, 281-290-5911.</p> <p>2) Contact Dean of Student Services.</p> <p>3) Give a verbal warning to student of what behavior is expected of him/her.</p> <p>4) If the incident appears blatantly illegal, complete "Student Disciplinary Referral" form.</p> <p>5) Report any unresolved, serious, and/or sensitive situations to the Dean of Student Services.</p>
02.13 Demonstrations	Demonstrations, p. 31	<p>1) Report to the Dean of Student Services any disruptive activity that interferes with normal operations of the college, prohibits instructors from teaching, and hinders other students from learning.</p> <p>2) Call LSCS police immediately if demonstration results in violence and/or destruction.</p>	<p>Contact Police Emergency Communication, 281-290-5911.</p> <p>Contact Dean of Student Services.</p>
02.14 Disabilities	Disabilities, p. 32	<p>If you are an LSCS student with a disability, you have the following responsibilities and rights. You have the responsibility to:</p>	Contact ADA Counselor or Director of Disability Services.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>1) Identify yourself as the person needing accommodations;</p> <p>2) Provide documentation of disability to the college's designated disability service provider;</p> <p>3) Actively participate in the search for accommodations and auxiliary aids;</p> <p>4) Notify faculty of your accommodation needs;</p> <p>5) Meet and maintain the institution's academic, technical standards, and code of conduct like any other student attending LSCS.</p> <p>Your rights:</p> <p>1) You have a right to be evaluated based on your ability, not disability.</p> <p>2) You are entitled to an equal opportunity to learn.</p> <p>3) You are entitled to an equal opportunity to participate in and benefit from the academic community, including access to services, extracurricular activities, and transportation at a level comparable to that provided to any other student.</p> <p>4) You have a right to appeal the institution's decisions concerning accommodations, first internally by pursuing the college's complaint process available to students with civil rights complaints, then, externally by filing a complaint with the regional Office of Civil Rights, U.S. Department of Education or through the civil court system.</p>	
02.15 Disciplinary Procedures	Disciplinary Procedures, p. 32	1) If you are accused of a violation of student conduct and may face disciplinary action. However, you may request a hearing as stipulated in the System's disciplinary policies.	Contact the Dean of Student Services.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		2) You have the right to bring legal counsel to advise you in a disciplinary hearing. However, legal counsel will not be permitted to present evidence, cross-examine witnesses, or formally address LSCS officials at the hearing.	
02.16 Disorderly Conduct	Disorderly Conduct, p. 33	Contact Campus Police and/or Dean of Student Services.	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.
02.17 Disruptions	Disruptions, p. 34	Report to the Dean of Student Services any disruptive activity that interferes with normal operations of the college, prohibits instructors from teaching, and/or hinders other students from learning.	1) Give a verbal warning telling the student what behavior is expected of him/her. 2) If the incident appears blatantly illegal, complete "Student Disciplinary Referral" form and contact Dean of Student Services. 3) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Services. 4) If necessary, contact Police Emergency Communication 281-290-5911.
02.18 Disruptive Activities	Disruptive Activities, p. 34	Contact Campus Police and/or Dean of Student Services.	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.
02.19 Disrupting Meeting or Procession	Disruptive Meeting or Procession, p. 34	Contact Dean of Student Services and/ or Contact Police Emergency Communication Dispatch Center, 281-290-5911.	Contact Police Emergency Communication Dispatch Center, 281-290-5911 and/ or Contact Dean of Student Services.
02.20 Dress Code/Attire	Dress Code, p. 34	Report inappropriate or offensive attire that disrupts other students' learning and deters an instructor from effective teaching.	Refer to Dean of Student Services.
02.21 E-Mail Privileges	E-mail Privileges, p. 34	Contact Dean of Student Services.	Contact Dean of Student Services.
02.22 Enforcement of Rules and Regulations	Enforcement of Rules and Regulations, p. 35	Contact Dean of Student Services.	Contact Dean of Student Services.
02.23 False Alarms or Reports	False Alarms or Reports, p. 35	Report the incident to the LSCS Police if a person commits an offense when he/she	1) Contact Police Emergency Communication, 281-290-5911.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>knowingly initiates, communicates and/or circulates a report of a present, past or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:</p> <ol style="list-style-type: none"> 1) Cause action by an official or volunteer agency organized to deal with emergencies; 2) Place a person in fear of imminent serious bodily injury; or 3) Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access to an aircraft, automobile, or other mode of conveyance. 	<ol style="list-style-type: none"> 2) Contact Dean of Student Services. 3) Give a verbal warning telling the student what behavior is expected of him/her. 4) If the incident appears blatantly illegal, complete "Student Disciplinary Referral" form and contact the campus police. 5) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Services.
02.24 First Amendment Rights	First Amendment Rights, p. 35	Report to the Dean of Student Services any incident that materially and substantially interferes with the operation of the school or the rights of others.	Contact Dean of Student Services.
02.25 Gambling	Gambling, p. 36	Contact Dean of Student Services and/or Contact Police Emergency Communication, 281-290-5911.	Contact Dean of Student Services or Contact Police Emergency Communication, 281-290-5911.
02.26 Graffiti	Graffiti, p. 36	<p>Contact Police Emergency Communication, 281-290-5911.</p> <p>Report to the Dean of Student Services any person who intentionally or knowingly makes markings, inscriptions, slogans, drawings, or paintings, on the tangible property of LSCS with:</p> <ol style="list-style-type: none"> 1) Aerosol paint; 2) An indelible marker; or 3) An etching or engraving device. 	Contact Police Emergency Communication, 281-290-5911. If the incident is blatantly illegal, complete "Student Disciplinary Referral" form.
02.27 Grievance/Sanction Appeals Procedures	Grievance Procedures, p. 36	1) A student may appeal the sanction(s) imposed by the Chief Student Services Officer to a Student Discipline Appeal Committee. The appeal shall be submitted, in writing, to the Chief Student Services Officer within ten (10) business days of the date the student is informed	Contact Dean of Student Services.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>of the imposition of the sanction. (System Policy Manual F.6.01)</p> <p>2) A student may appeal an imposed sanction(s) to the Student Disciplinary Appeal Committee, within ten (10) business days of sanction(s) notification.</p>	
02.28 Group Offenses	Group Offenses, p. 36	Contact Dean of Student Services.	Contact Dean of Student Services.
02.29 Harassment	Harassment, p. 37	<p>Report the incident to the Dean of Student Services. A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, he/she:</p> <p>1) Initiates communication by telephone, in writing, or by electric communication and in the course of communication makes a comment, request, suggestion, or proposal that is obscene;</p> <p>2) Threatens, by telephone, in writing, or by electronic communication in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person, to commit a felony against the person, a member of the family or household, or property;</p> <p>3) Conveys, in a manner likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;</p> <p>4) Causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;</p> <p>5) Makes a telephone call and intentionally fails to hang up or disengage the connection;</p> <p>6) Knowingly permits a telephone under the person's control to be used by another</p>	<p>1) Give a verbal warning telling the student what behavior is expected of him/her.</p> <p>2) Complete "Student Disciplinary Referral" form.</p> <p>3) Contact Dean of Student Services, Civil Rights Administrator and/ or Contact Police Emergency Communication, 281-290-5911.</p>

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		to commit an offense; or 7)Sends or posts repeated electronic communication in a manner likely to harass, annoy alarm, torment, embarrass, or offend another.	
02.30 Hazing	Hazing, p. 38	Report to the LSCS Police any person or group of persons who are engaged in reckless acts, on or off campus, directed against a student that endangers the mental, physical health and/or safety of a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are LSCS students. The reckless acts include but are not limited to the following: 1) Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity. 2) Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 4) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health	1) Give a verbal warning telling the student what behavior is expected of him/her. 2) If the incident appears blatantly illegal, complete "Student Disciplinary Referral" form and contact the campus police. 3) Contact Dean of Student Services or Contact Police Emergency Communication, 281-290-5911.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>or dignity of the student or discourages the student from remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to any acts described above.</p> <p>5) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation.</p>	
02.31 Identification of Persons on Campus	Identification of Persons on Campus, p. 39	Contact the Dean of Student Services.	Contact the Dean of Student Services.
02.32 Interference with Emergency Telephone Call	Interference with Emergency Calls, p. 39	Contact Police Emergency Communication Dispatch Center, 281-290-5911.	Contact Dean of Student Services or Police Emergency Communication, 281-290-5911.
02.33 Loss of Computer Privileges	Loss of Computer Privileges, p. 39	Contact Dean of Student Services.	Contact Dean of Student Services.
02.34 Misconduct, Academic (plagiarism, cheating, and other)	Misconduct, Academic, p. 40	<p>Report the incident to a faculty member, test proctor, or other academic administrator if anyone is engaged in academic dishonesty or misconduct. Student has the right to appeal charges or sanctions to the appropriate review body and must meet all guidelines pertaining to the appeal process.</p>	<p>Contact faculty or instructional dean. Faculty or instructional dean may direct the faculty member to administer appropriate sanctions. A record of the event and sanctions should be forwarded to the Chief Student Services Officer who:</p> <ol style="list-style-type: none"> 1) serves as the clearinghouse for all misconduct issues. 2) reviews reports for repetitive offenders 3) take appropriate disciplinary action in consultation with other college administrators as needed.
02.35 Misconduct, Non-Academic	Misconduct, Non-Academic, p. 40	<p>Report the incident to the Dean of Student Services and/or the Campus Police depending on the severity of the occurrence. The following actions involve non-academic misconduct:</p> <ol style="list-style-type: none"> 1) Disrupting, obstructing, or interfering with LSCS-sponsored activities such as teaching, studying, research, administration, disciplinary procedures, cultural events, fire, police, emergency 	Contact Dean of Student Services and/or Campus Police, 281-290-5911.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>and /or other services;</p> <p>2) Causing physical and/or psychological abuse, threats of violence, terroristic threats, stalking, or harassment of any member of the LSCS community or visitor on LSCS property or conduct which threatens or endangers the health or safety of any person. This includes verbal threats and threats made via electronic communication. Using, possessing, storing, without authorization, any weapon, dangerous chemical, or explosive element, including, without limitation, ammunition, whether or not the possessor holds a federal, state, or other license;</p> <p>3) Violating a policy by use or possession of a weapon or instrument designed to look like a firearm, explosive, or weapon, which is used to cause reasonable apprehension of harm to another person;</p> <p>4) Initiating or cause to initiate, any false report, warning, or threat of fire, explosion or other emergency;</p> <p>5) Violating fire regulations, including the misuse or damage of fire safety equipment; tampering with, misusing, damaging, or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or other similar equipment; tampering with or pulling under false pretenses a fire alarm; or propping stairwell fire doors open;</p> <p>6) Violating the terms of any disciplinary action imposed by the Chief of Student Services;</p> <p>7) Interfering with freedom of expression of others;</p> <p>8) Violating any LSCS policy, procedure, or</p>	

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>regulation, including but not limited to those concerning sexual assault, moving violations, student organizations, use of LSCS facilities, smoking, alcohol, and the time, place, and manner of public expressions;</p> <p>9) Possessing, using, selling, administering, or distributing alcoholic beverages or any illegal or controlled substances, designer drug, or drug paraphernalia without authorization;</p> <p>10) Littering, damaging, defacing, or destroying LSCS property, or property under its jurisdiction, or removing, using, occupying, or entering such property improperly or without authorization;</p> <p>11) Gambling or holding a raffle or lottery at LSCS without proper approval from LSCS and other necessary approvals from other authorities;</p> <p>12) Violating any local, state, federal, or other applicable law;</p> <p>13) Engaging in obscene conduct, expression, or sexual conduct in or on LSCS property, including computer access of obscene material;</p> <p>14) Furnishing false information or willfully misrepresenting any fact to LSCS or to members of the LSCS community who are acting in the exercise of their official duties.</p> <p>15) Forging, altering, falsifying, or misusing LSCS documents, records, forms, or identification cards.</p> <p>16) Willfully misrepresenting to anyone within or outside of the college community one's status with LSCS or willfully misrepresenting that LSCS supports, sponsors, or approves the services or</p>	

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>activities of any person, group or organization;</p> <p>17) Stealing or attempting theft of LSCS property or services, or personal property, or knowingly possessing such stolen property;</p> <p>18) Infringing upon the right of other students to fair and equal access to any LSCS library materials and other LSCS academic resources;</p> <p>19) Using, without authorization, LSCS facilities and/or equipment including but not limited to the phone system, mail system, computer system, transportation system, and/or equipment, or use of any of the above for any illegal act. LSCS facilities may be used for the designated educational purposes only. LSCS facilities may not be used for personal use, personal business use, or commercial use (except as otherwise authorized in the LSCS Board Policy Manual). LSCS facilities may be used for recreational activities only in designated areas;</p> <p>20) Causing false information to be presented before any administrative proceeding of LSCS, or intentionally destroying evidence relevant to such a proceeding;</p> <p>21) Failing to comply with the direction of LSCS officials, including campus security officers, acting in the performance of their duties;</p> <p>22) Hazing;</p> <p>23) Abandoning a child in any place on LSCS's premises without providing reasonable and necessary care for the child. A student commits an offense if, having custody, care, or control of a child</p>	

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>younger than 15 years of age and intentionally abandoning the child on LSCS's premises, exposes the child to an unreasonable risk of harm;</p> <p>24) Using abusive, indecent, profane, or vulgar language in a public place, phone conversation, or via electronic communication directed at another student, LSCS employee, or visitor;</p> <p>25) Attempting to commit acts prohibited in this Code of Conduct. Encouraging and assisting others to commit such acts are prohibited and may be punished to the same extent as if one had committed the prohibited act.</p>	
02.36 Obscene Display or Disruption	Obscene Display or Disruption, p. 42	<p>Contact Police Emergency Communication Dispatch Center, 281-290-5911.</p> <p>Contact Dean of Student Services.</p>	<p>Contact Police Emergency Communication, 281-290-5911.</p> <p>Contact Dean of Student Services.</p>
02.37 Obstructing Highways or Other Passageways	Obstructing Highways or Other Passageways, p. 42	<p>Report the incident to the LSCS Police immediately. A person commits an offense if without legal privilege or authority, he/she intentionally, knowingly, or recklessly:</p> <p>1) Obstructs a highway, street, sidewalk, railway, elevator, aisle, hallway, entrance, or exit to which the public or a substantial group of the public has access or any other place used for the passage of persons, vehicles, or conveyances, regardless of the means of creating the obstruction and whether the obstruction arises from his acts alone or from his acts and the acts of others: or</p> <p>2) Disobeys a reasonable request or order to move issued by a person with authority to control the use of premises.</p>	<p>1) Give a verbal warning telling the student what behavior is expected of him/her.</p> <p>2) If the incident appears blatantly illegal, complete "Student Disciplinary Referral" form and contact campus police. Contact Police Emergency Communication, 281-290-5911.</p> <p>3) Report any unresolved, serious, and/or sensitive situation to the Dean of Students.</p>
Overloading of Computer Resources	Overloading of Computer Resources, p. 43	Contact college IT manager or Dean of Student Services.	Give a verbal warning on first violation and explain impact of action on the computer

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
			system. Second violation or refusal to end action will result in investigation by the Dean of Student Services and disciplinary action.
Parking, Blocking or Impeding Traffic	Parking, Blocking, or Impeding Traffic, p. 43	Report to the LSCS Police any person who parks his/her vehicle illegally on marked handicapped parking space, blocks or impedes traffic through any entry way of the LSCS college premises.	1) Give verbal warning telling student what behavior is expected of him/her. 2) Report any unresolved problem to Campus Police.
02.40 Plagiarism	Refer to Misconduct-Academic p.43 & p.44	Any allegation of academic impropriety should initially be resolved with the instructor. If not resolved, then a written request for an academic appeal should be submitted. A request to change a grade or to challenge a penalty must be made within twelve months of the action. A grade may only be changed by the instructor of record (or by a full-time instructor in the absence of the instructor of record) or by the Academic Appeals Committee. An academic appeal is a formal request brought by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity such as plagiarism or cheating.	Contact the Instructor and/or the instructional dean.
02.41 Prohibited Use of Computers	Prohibited Use of Computers, p. 44	Contact Dean of Student Services and Office of Technology Services. Contact Police Emergency Communication, 281-290-5911.	Contact Dean of Student Services or Contact Police Emergency Communication, 281-290-5911.
02.42 Prohibited Weapons	Prohibited Weapons, p. 45	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.
02.43 Public Access; Computer Terminals	Public Access to Computer Terminals, p. 45	Refer to Office of Technology Services.	Refer to Office of Technology Services.
02.44 Public Intoxication	Public Intoxication, p. 45	Contact Police Emergency Communication Dispatch Center, 281-290-5911.	Contact Police Emergency Communication Dispatch Center, 281-290-5911.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
02.45 Publication-Hazing	Publication-Hazing, p. 45	<p>Contact Dean of Student Services.</p> <p>If you see or hear of hazing note the extent of the damage and description of suspect/s and contact the Dean of Student Services or Police Emergency Communication Dispatch Center 281-290-5911. Any hazing incident will be published the first three weeks of every semester for three years that occurs on any LSCS property.</p>	<p>Contact Dean of Student Services.</p> <p>Contact Dean of Student Services or Police Emergency Communication Dispatch Center 281-290-5911</p>
02.46 Reckless Damage or Destruction	Reckless Damage/ Destruction, p. 46	<p>Report the incident to LSCS Police. Contact Police Emergency Communication immediately, 281-290-5911. Note the nature of the incident, extent of damage, cause of damage, and description of the suspect. Contact Dean of Student Services.</p>	<ol style="list-style-type: none"> 1) Contact Police Emergency Communication, 281-290-5911. 2) Give a verbal warning telling the student what behavior is expected of him/her. 3) If the incident appears blatantly illegal, complete "Student Disciplinary Referral" form and contact the campus police. 4) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Services. 5) Contact Dean of Student Services.
02.47 Records, E-mail	Records, E-mail, p. 46		<p>Contact Dean of Student Services.</p> <p>Contact Office of Technology Services.</p>
02.48 Refusing or Failing to Leave Building Closed to the Public	Refusal to Leave Building Closed to the Public, p. 46	<p>No person may refuse or fail to leave a building under the control and management of LSCS during those hours of the day or night when the building is regularly closed to the public, upon being requested to do so by a guard, watchman, or other employee of LSCS, if the surrounding circumstances are such as to indicate to a reasonable person that the individual or individuals have no apparent lawful business to pursue.</p>	<ol style="list-style-type: none"> 1) Contact Police Emergency Communication, 281-290-5911. 2) Give a verbal warning telling the student what behavior is expected of him/her. 3) If the incident appears blatantly illegal, complete "Student Disciplinary Referral" form and contact the campus police. 4) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Service. 5) Contact Dean of Student Services.
02.49 Sexual Harassment	Sexual Harassment, p. 46	<ol style="list-style-type: none"> 1) Advise the perpetrator that his/her actions are unwelcome and cause discomfort to your person. 	<p>Contact Dean of Student Services or Civil Rights Administrator.</p> <p>Contact Police Emergency Communication,</p>

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		<p>2) If the action persists, you may report the incident informally to the Dean of Student Services.</p> <p>3) You can also submit a formal complaint in writing to the Dean of Student Services or the Civil Rights Administrator.</p>	281-290-5911.
02.50 Smoking Violation	Smoking Violation, p. 47	<p>1) Call to the attention of the person that he/she is in violation of college policy.</p> <p>2) Report the incident to the Dean of Student Services if the violation persists.</p>	<p>1) Give a verbal warning telling student what behavior is expected of him/her.</p> <p>2) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Services.</p> <p>3) Contact Dean of Student Services or Police Emergency Communication, 281-290-5911.</p>
02.51 Stalking	Stalking, p. 47	<p>1) Report incident to Dean of Student Services.</p> <p>2) Provide information, if known, about the stalker.</p> <p>3) If the stalker becomes aggressive and threatening, report to LSCS Police immediately.</p>	Contact Dean of Student Services or contact Police Emergency Communication, 281-290-5911.
02.52 System Property	System Property, p. 48	Report any misuse or abuse of LSCS facilities and/or equipment to the LSCS Police immediately, including, but not limited to phone system, mail system, computer system, transportation system.	<p>1) Contact Police Emergency Communication, 281-290-5911.</p> <p>2) Contact Dean of Student Services.</p>
02.53 Terrorist Threats	Terrorist Threats, p. 48	Report to LSCS Police immediately-- Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.
02.54 Theft	Theft, p. 49	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.
02.55 Threats/Act of Violence	Threat/Act of Violence, p. 49	Report to LSCS Police immediately any student who makes substantial threats, exhibits threatening behavior, or engages in violent acts against other students,	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.

Behavior	Refer to Manual	Student Rights & Responsibilities	Employee Response(s)
		LSCS employees, visitors, or other individuals on LSCS property shall be removed and remain off the premises pending the outcome of an investigation.	
02.56 Trespass/Damage	Trespassing/Damage, p. 49	1) Call to the attention of the perpetrator that he/she is in violation of college policy. 2) Immediately contact Police Emergency Communication Dispatch Center 281-290-5911. 3) Contact Dean of Student Services.	1) Contact Police Emergency Communication, 281-290-5911. 2) Give a verbal warning telling student what behavior is expected of him/her. 3) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Services. 4) If the incident is blatantly illegal, complete "Student Disciplinary Referral." 5) Contact Dean of Student Services.
02.57 Unauthorized Persons; Refusal of Entry, Ejection, Identification	Unauthorized Entry Refusal of Entry Ejection Identification, p. 50	Any LSCS employees may refuse entry to persons having no legitimate business on LSCS property and may obtain police or other assistance to remove any undesirable person from the property upon refusal to leave peaceably on request. Identification may be required of any person on the property.	1) Contact Police Emergency Communication, 281-290-5911. 2) Give a verbal warning telling student what behavior is expected of him/her. 3) Report any unresolved, serious, and/or sensitive situation to the Dean of Student Services. 4) If the incident is blatantly illegal, complete "Student Disciplinary Referral" form and contact Campus Police. 5) Contact Dean of Student Services.
02.58 Weapons	Weapons, p. 50	Call Police Emergency Communication 281-290-5911. A student shall not knowingly, intentionally, or recklessly go onto LSCS's premises with any prohibited weapon. A student shall not interfere with normal activities, occupancy or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use a firearm. Contact Dean of Student Services.	Contact Police Emergency Communication, 281-290-5911. Contact Dean of Student Services.

Section 02 – Code of Conduct-Behaviors

02.01 Alcohol and Drug Use

Anyone registered in, or in attendance at, one of LSCS's Colleges is prohibited from the possession, use, or distribution of unauthorized drugs and alcohol. Descriptions of the applicable legal sanctions under local, state, and federal law and of the health risks associated with the use of unauthorized drugs and the abuse of alcohol will be distributed to students. **(System Policy Manual Section VI E.2.01)**

02.02 Appeals

1. Right of Appeal – A student may appeal the sanction(s) imposed by the Dean of Student Services to a Student Discipline Committee. The appeal shall be submitted, in writing, to the Dean of Student Services within ten (10) business days of the date the student is informed of the imposition of the sanction. **(System Policy Manual Section VI F.6.01)**
2. Appeal Committee – At the start of each school year a Student Discipline Appeal Committee shall be established yearly, at each college. The committee shall consist of two (2) students and three (3) members of the faculty and/or professional staff. At its first meeting and before conducting any hearings, the committee shall select a chair from the faculty or professional staff members on the committee.

When a student appeals a sanction and/or a disciplinary decision, the Dean of Student Services shall be responsible for convening and coordinating a hearing of the Student Discipline Appeal Committee.

Nothing in this policy shall preclude members of a committee from a hearing panel for one college from serving on a committee for another college, if such service is deemed appropriate by the Dean of Student Services. Nothing in this policy shall preclude a Dean of Student Services from establishing a special committee, in accordance with the procedures, to hear appeals during the summer sessions. **(System Policy Manual Section VI F.6.01)**

02.03 Assault

Students are prohibited from assaulting any person on System property or while under the System's jurisdiction at any System/College sponsored events. **(System Policy Manual Section VI E.3.04)**

An "assault" is defined as:

1. Intentionally, knowingly or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with imminent bodily injury; or
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative. **(Texas Penal Code 22.01)**

02.04 Assault, Sexual

Sexual assault is non-consensual sexual act involving force, manipulation or coercion. This is an act of aggression, violence, and power. The perpetrator can be a stranger, relative, acquaintance, or date. The System is committed to providing a working and learning environment that is free from sexual assault. Sexual assault is a serious and flagrant violation of System policy rules of conduct for faculty, staff, and students and will not be tolerated.

Students who are accused of sexual assault will be subject to System disciplinary procedures. Procedures protecting the rights of sexual assault victims and those accused of sexual assault will be vigorously enforced. **(Texas Penal Code 22.011)**
(System Policy Manual Section VI E.3.05)

02.05 Burglary of Coin Operated or Coin Collection Machines

A person commits an offense if, without the effective consent of the owner, he/she breaks into any coin-operated machine, coin collection receptacle, contrivance, apparatus, or equipment used for the purpose of providing lawful amusement, sales of goods, service, or other valuable things, or telecommunications with intent to obtain property or service. **(Texas Penal Code 30.03)**

02.06 Campus Resources, Misuse

Using, without authorization, LSCS's facilities and/or equipment, including but not limited to, the phone system, mail system, computer system, transportation system, and/or equipment, or use of any of the above for any illegal act. LSCS facilities may

not be used for their designated educational purposes only. LSCS facilities may not be used for personal use, personal business use, or commercial use (except as otherwise authorized in the LSCS Board Policy Manual). LSCS facilities may be used for recreational activities only in designated areas. **(System Policy Manual Section VI E.1.08.s)**

02.07 Children, Unattended

Abandoning a child in any place on LSCS's premises without providing reasonable and necessary care for the child, under circumstances under which no reasonable, similarly situated adult would leave a child at that age and ability. A student commits an offense if having custody, care, or control of a child younger than 15 years of age and intentionally abandoning the child on LSCS's premises, exposes the child to an unreasonable risk of harm. **(System Policy Manual Section VI E.1.08.w)**

In this section, "abandon" means to leave a child in any place without providing reasonable and necessary care for the child, under circumstances under which no reasonable, similarly situated adult would leave a child of that age and ability.

A person commits an offense if he/she intentionally, knowingly, recklessly, or with criminal negligence, by act or omission, engages in conduct that places a child younger than 15 years old in imminent danger of death, bodily injury, or physical or mental impairment. **(Texas Penal Code 22.041)**

02.08 Class Attendance

Student attendance in class is important for the educational experience, and students are expected to attend all classes in which they are enrolled. Each faculty member shall communicate the attendance policy to his or her classes. **(System Policy Manual Section VI D.2.01)**

02.09 Complaints

The purpose of this policy is to ensure compliance with the civil rights obligations of LSCS and to respond at the first possible level with prompt and equitable resolution of complaints alleging discrimination on the basis of race, color, creed, national origin, gender, age, veteran's status, sexual orientation, and/or disability. The procedures described in this policy shall be the exclusive route for resolving all student complaints of unlawful discrimination, including harassment and retaliation. All complaints alleging violation of this policy shall be referred to the appropriate dean. **(System Policy Manual Section VI D.3.15)**

02.10 Computer Use

LSCS public access terminals are provided to support the instructional and educational functions of the System.

It shall be a violation of LSCS policy to attempt deliberately to prevent other users' access to the System's computer system, to degrade system performance, or to copy or destroy files. This includes, without limitation, the following:

1. Intentionally disrupting access of other students, faculty, or staff to the System's computer resources;
2. Knowingly obtaining access to a computer account, identification number, or password assigned to another student, faculty member, staff member, or college office;
3. Knowingly using an account, identification number, or password belonging to another student, faculty member, staff member, or college office for other than its intended purpose, or using an inactive account,;
4. Misusing System computer equipment by such activities as falsifying or altering records or documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully;
5. Intentionally using System computer resources to store, download, upload, display, print, or e-mail computer images that constitute "obscene materials" as defined by Section 43.21 of the Texas Penal Code, and that are not directly related to or required for a specific educational course or approved research project related to an academic program;
6. Displaying or transmitting messages, images, or cartoons that are sexually explicit or that demean a person on the basis of race, ethnicity, gender, national origin, disability, and/or religion;
7. Using System e-mail or other computer resources for commercial purposes or for personal financial gain.

Any student who violates this policy shall be subject to discipline by LSCS, up to and including suspension or expulsion from the System.

Members of the public who are not enrolled in academic, technical, college-level or continuing education courses will be permitted to use such facilities for research purposes only when the use does not deny an LSCS student or employee access. Any member of the public whose use is not in accord with this policy may be asked to cease use of the computer, leave the facility, and forfeit rights to future use of System computers.

Minors who are not enrolled in System academic, technical or college-level courses shall only be permitted to use a computer on which a filtering device has been installed. Parental or guardian permission is required for all minors who wish

to enroll in academic, technical or college-level courses at a college in the System. Such permission acknowledges that college level course work might contain materials or subject matter considered to be adult in nature.

Exceptions to this policy may apply in the libraries at LSCS colleges that have public library partnership agreements.

(System Policy Manual Section VI E.4.01)

02.11 Confidentiality

The System cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over e-mail.

The System reserves the right to access e-mail to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to prepare responses to requests for public records, or to disclose messages, data or files to law enforcement authorities. **(System Policy Manual Section VI E.4.04)**

02.12 Criminal Mischief

A person commits an offense if, without the effective consent of the owner:

1. Intentionally or knowingly damages or destroys the tangible property of the owner;
2. Intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person; or
3. Intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner. **(Texas Penal Code 28.03)**

02.13 Demonstrations

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead LSCS authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

The evidence must support a “reasonable forecast of substantial disruption” of school operations; “undifferentiated fear” or mere apprehension of disturbance is not sufficient to justify restrictions on students’ otherwise legitimate freedom of expression.

Students who participate in any prohibited activities described above are subject to disciplinary action based on the severity of the violation and its overall effect on the welfare of other students. **(System Policy Manual Section VI E.2.03)**

02.14 Disabilities

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or the opportunity to participate in activities of LSCS or otherwise be subjected to discrimination by LSCS.

LSCS shall not exclude or otherwise deny the benefits of System services, programs, or activities to an individual because of the known disability of that individual. **(System Policy Manual Section VI D.3.25b)**

02.15 Disciplinary Procedures

In all disciplinary matters, students shall be given a fair opportunity to defend themselves in a hearing before LSCS officials. Students are entitled to due process in disciplinary hearings, including having adequate notice of the hearing and definite charges in advance. Students represented by legal counsel may have counsel present to advise them in a disciplinary hearing. However, legal counsel shall not be permitted to present evidence, cross-examine witnesses, or formally address LSCS officials at the hearing.

The Dean of Student Services of the particular LSCS college shall be responsible for the administration of disciplinary procedures. **(System Policy Manual Section VI F.1.02)**

02.16 Disorderly Conduct

A person commits an offense if he/she knowingly or intentionally:

1. Uses abusive, indecent, profane, or vulgar language in a public place and the language by its very utterance tend to incite an immediate breach of the peace;
2. Makes an offensive gesture or display in a public place, and the gesture or display tends to incite an immediate breach of the peace;
3. Creates, by chemical means, a noxious and unreasonable odor in a public place;

4. Abuses or threatens a person in a public place in an obviously offensive manner;
5. Makes unreasonable noise in a public place or LSCS property other than a sport shooting range, as defined by **Section 250.001, Local Government Code**, or in or near a private residence that he has no right to occupy;
6. Fights with another in a public place;
7. Enters the property of another and for a lewd or unlawful purpose looks into a dwelling on the property through any window or other opening in the dwelling;
8. While on the LSCS premises or of a hotel or comparable establishment, for a lewd or unlawful purpose looks into a guest room not his own through a window or other opening in the room;
9. Discharges a firearm in a public place other than a public road or a sport shooting range, as defined by **section 250.001, Local Government Code**;
10. Displays a firearm or other deadly weapon on any LSCS property or in a public place in a manner calculated to alarm;
11. Discharges a firearm on LSCS property or across a public road; or
12. Exposes his anus or genitals in a public place and is reckless about whether another may be present who will be offended or alarmed by his act. **(Texas Penal Code 42.01)**

02.17 Disruptions

Conduct by students either in or out of class, which for any reason – whether because of time, place, or manner of behavior – materially disrupts class work, creates substantial disorder, or invades the rights of others is prohibited.

Students shall be subject to the provisions of the System policy prohibiting disruption of classes and disruption of lawful assembly. (See Chapter II- Community and Governmental Relations, Board Policy Manual) **(System Policy Manual Section VI E.2.02)**

02.18 Disruptive Activities

A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of an institution of higher education. **(Texas Education Code 51.935)**

02.19 Disrupting Meeting or Procession

A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance. **(Texas Penal Code 42.05)**

02.20 Dress Code

Students' dress or grooming may not materially and substantially interfere with normal school operations.

Students are expected to dress and groom in an appropriate manner while on campus or while participating in activities sponsored by LSCS. **(System Policy Manual Section VI E.1.11)**

02.21 E-Mail Privileges

Access to LSCS's e-mail and similar electronic communication systems is a privilege that is extended to current employees, students, and affiliates in good standing. The privilege of access ends with the termination of employment, the failure to re-enroll in a System educational program, or disciplinary sanctions. **(System Policy Manual Section VI E.4.03)**

02.22 Enforcement of Rules and Regulations

Notwithstanding any of the provisions of this subchapter, all officers commissioned by the governing board of a state institution of higher education may be empowered by the board to enforce rules and regulations promulgated by the board. Nothing in this subchapter is intended to limit or restrict the authority of each institution to promulgate and enforce appropriate rules and regulations for the orderly conduct of the institution in carrying out its purposes and objectives or the right of separate jurisdiction relating to the conduct of its students and personnel. **(Texas Education Code 51.210)**

02.23 False Alarms or Report

1. A person commits an offense if he/she knowingly initiates, communicates or circulates a report of a present, past or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily:
 - a. Cause action by an official or volunteer agency organized to deal with emergencies;
 - b. Place a person in fear of imminent serious bodily injury; or
 - c. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

2. An offense under this section is a Class A misdemeanor unless the false emergency report involves public primary or secondary schools, public communications, public transportation, public water, gas, or power supplies or other public services, in which event, the offense is a state felony. **(Texas Penal Code 42.06)**

02.24 First Amendment Rights

At all college-sponsored events and at all System locations, students retain their First Amendment rights on campus, and at off-campus registered student organization events, in light of the unique character of the academic environment. Student expression that is protected by the First Amendment may not be prohibited unless, in the view of the administration, the expression will materially and substantially interfere with the operation of the school or the rights of others. **(System Policy Manual Section VI D.3.05)**

02.25 Gambling

A person commits an offense if he/she:

1. Makes a bet on the partial or final result of a game or contest or on the performance of a participant in a game or contest;
2. Makes a bet on the result of any political nomination, appointment, or election or on the degree of success of any nominee, appointee, or candidate; or

3. Plays and bets for money or other thing of value at any game played with cards, dice, balls, or any other gambling device. **(Texas Penal Code 47.02)**

02.26 Graffiti

A person commits an offense if, without the effective consent of the owner, the person intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner with:

1. Aerosol paint;
2. An indelible maker; or
3. An etching or engraving device. **(Texas Penal Code 28.08)**

02.27 Grievance Procedures

A student may appeal sanction(s) imposed by the Dean of Student Services to a Student Discipline Appeal Committee. The appeal shall be submitted, in writing, to the Dean of Student Services within ten (10) business days of the date the student is informed of the imposition of the sanction. **(System Policy Manual Section VI F.6.01)**

02.28 Group Offenses

1. Student societies, clubs, living groups, and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the college. Such responsibilities include:
 - a. Compliance with college regulations;
 - b. Taking reasonable steps, as a group, to prevent violations of law or college regulations by its members; and
 - c. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the college.
2. Failure to accept the responsibilities of each group membership may subject the organization to permanent or temporary withdrawal of college recognition and/or support, social probation, denial of use of college facilities, or other appropriate action. **(System Policy Manual Section VI D.1)**

02.29 Harassment

1. A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, he/she:
 - a. Initiates communication by telephone, in writing, or by electric communication and in the course of that communication makes a comment, request, suggestion, or proposal that is obscene;
 - b. Threatens, by telephone, in writing or by electronic communication, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of his family or household, or his property;
 - c. Conveys, in a manner likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Makes a telephone call and intentionally fails to hang up or disengage the connection;
 - f. Knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or
 - g. Sends repeated electronic communications in a manner likely to harass, annoy, alarm, torment, embarrass, or offend another.

2. "Electronic communication" means a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system. The term includes:
 - a. A communication initiated by electronic mail, instant message, network call, or facsimile machine; and
 - b. A communication made to a pager. **(Texas Penal Code 42.07)**

02.30 Hazing

LSCS prohibits hazing. "Hazing" means any intentional, or knowingly reckless act, on or off LSCS property, directed against a student, by one person or a person acting with others, that endangers the mental or physical health or the safety of a

student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization whose membership includes other students.

“Student” means any person who:

1. Is registered in or in attendance at LSCS;
2. Has been accepted for admission at LSCS where the hazing incident occurs; or
3. Intends to attend LSCS during any of its regular sessions after a period of scheduled vacation.

“Hazing” includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on or in the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity that involves the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student, that discourages the student from remaining registered in LSCS, or that may reasonably be expected to cause a student to leave the organization or LSCS rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code. **(System Policy Manual Section VI E.2.05)**

02.31 Identification of Persons on Campus

During periods of disruption, as determined by the chief administrative officer of a state-supported institution of higher education, the chief administrative officer, or an officer or employee of the institution designated by him to maintain order on the campus or facility of the institution, may require that any person on the campus or facility present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official institutional identification card, or other evidence of his relationship with the institution.

If any person refuses or fails upon request to present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official identification card, or other evidence of his relationship with the institution, and if it reasonably appears that the person has no legitimate reason to be on the campus or facility, the person may be ejected from the campus or facility. **(Texas Educational Code 51.232)**

02.32 Interference with Emergency Telephone Call

1. An individual commits an offense if the individual knowingly prevents or interferes with another individual's ability to place an emergency telephone call or to request assistance in an emergency from a law enforcement agency, medical facility, or other agency or entity that primarily provides for the safety of individuals.
2. An individual commits an offense if the individual recklessly renders unusable a telephone that would otherwise be used by another individual to place an emergency telephone call or to request assistance in an emergency from a law enforcement agency, medical facility, or other agency or entity that primarily provides for the safety of individuals. **(Texas Penal Code 42.062)**

02.33 Loss of Computer Privileges

Use of LSCS's equipment and networks shall comply with the policies and procedures of the System and access may be denied to any student, employee, affiliate, or member of the public who fails to comply with the System's policies and procedures regarding appropriate computer use. **(System Policy Manual Section VI E.4.06)**

02.34 Misconduct, Academic

LSCS seeks to provide an environment where discussion and expression of all views relevant to the subject matter of the class are recognized as essential to the teaching and learning process. However, students do not have the right to interfere with the freedom of the faculty to teach or the rights of other student to learn.

Faculty is to set the standards of conduct that are acceptable in the classroom at the beginning of the semester. If a student behaves disruptively in the classroom after the faculty member has explained the unacceptability of such conduct and the consequences that will result, the student may be asked to leave the room for the remainder of the class time. If the student refuses to leave the room when directed, the faculty member may request the assistance of LSCS's Police

Department. If such assistance is requested, the police officer will inform the student that he or she is not to return to class until he or she has met with the academic dean and received written permission to return to class.

When a student is asked to leave the class, the faculty member shall prepare and submit a written report of the incident to the Chief Academic Officer and the Chief Student Affairs Officer. The report shall include the date, time, place, and student conduct. The office of the Chief Student Affairs Officer shall maintain the written report of the incident. **(System Policy Manual Section VI E.1.09)**

02.35 Misconduct, Non-Academic

Non-academic misconduct can occur in many different ways. Examples of non-academic misconduct include but are not limited to the following:

1. Disrupting, obstructing, or interfering with college or college-sponsored activities, or access to college facilities or college-sponsored activities, including, but not limited to, teaching, studying, research, administration, disciplinary procedures, cultural events, or fire, police, emergency, and other services. Student demonstrations and similar activities must follow LSCS's Free Speech Policy Procedures.
2. Causing physical and/or psychological abuse, threats of violence, terrorist threats, stalking, or harassment of any member of the LSCS community or visitor on LSCS property, or conduct which threatens or endangers the health or safety of any such person. This includes verbal threats and threats made via electronic communication and using, processing, and/or storing without authorization any weapon, dangerous chemical or explosive element, including, without limitation, ammunition, whether or not the user or possessor holds a federal, state, or other license.
3. Violating a policy by use or possession of a weapon or instrument designed to look like a firearm, explosive, or weapon, which is used to assault or to cause reasonable apprehension of harm to another person.
4. Initiating, or causing to be initiated, any false report, warning, or threat of fire, explosion, or other emergency.
5. Violating fire regulations, including the misuse or damage of fire safety equipment, tampering, misusing, damaging, or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or other similar equipment, tampering with or pulling under false pretenses a fire alarm, or propping stairwell fire doors open.
6. Violating the terms of any disciplinary action imposed in accordance with this Code.
7. Interfering with freedom of expression of others.
8. Violating any LSCS policy, procedure, regulation or rule, including, but not limited to, those concerning sexual assault, moving violations, student organizations, use of LSCS facilities, smoking, alcohol, and the time, place, and manner of public expressions.

9. Possessing, using, selling, administering, or distributing alcoholic beverages or any illegal or controlled substance, designer drug, or drug paraphernalia without authorization.
10. Littering, damaging, defacing, or destroying LSCS property, or property under its jurisdiction, or removing, using, occupying, or entering such property improperly or without authorization.
11. Gambling or holding a raffle or lottery at LSCS without proper approval from LSCS and/or other authorities.
12. Violating any local, state, federal, or other applicable law.
13. Engaging in obscene, vulgar, offensively lewd, or indecent conduct, expression, or sexual conduct in or on LSCS property, including computer access of obscene material.
14. Furnishing false information or willfully misrepresenting any fact to LSCS or to members of the LSCS community who are performing their official duties.
15. Forging, altering, falsifying, or misusing LSCS documents, records, forms, or identification cards.
16. Willfully misrepresenting to anyone within or outside of the college community one's status with LSCS or willfully misrepresenting that the LSCS supports, sponsors, or approves the services or activities of any person, group, or organization.
17. Stealing or attempting theft of LSCS property or services, or personal property, or knowingly possessing such stolen property.
18. Infringing upon the right of other students to fair and equal access to any of LSCS's library materials and other LSCS academic resources.
19. Using, without authorization, the LSCS facility and/or equipment, including but not limited to, the phone system, mail system, computer system, transportation system, and/or equipment, or use of any of the above for any illegal act. LSCS facilities may be used for designated educational purposes only. LSCS facilities may not be used for personal use, personal business use, or commercial use (except as otherwise authorized in the LSCS Board Policy Manual). LSCS facilities may be used for recreational activities only in designated areas.
20. Causing false information to be presented before any administrative proceeding of LSCS, or intentionally destroying evidence relevant to such a proceeding.
21. Failing to comply with the direction of LSCS officials, including campus security officers acting in the performance of their duties.
22. Hazing (see Section VI subsection E.2.05, System Policy Manual).
23. Abandoning a child in any place on LSCS's premises without providing reasonable and necessary care for the child. A student commits an offense if, having custody, care, or control of a child younger than 15 years of age and intentionally abandoning the child on LSCS's premises, exposes the child to an unreasonable risk of harm.
24. Using abusive, indecent, profane, or vulgar language in a public place, phone conversation, or via electronic communication directed at another student, LSCS employee, or visitor.

25. Attempting to commit acts prohibited in this Code of Conduct, or encouraging or assisting others to commit such acts are prohibited and may be punished to the same extent as if one had committed the prohibited act. **(System Policy Manual Section VI E.1.08)**

02.36 Obscene Display or Distribution

A person commits an offense if he/she intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about offending or alarming those present. **(Texas Penal Code 43.22)**

02.37 Obstructing Highways or Other Passageways

A person commits an offense if, without legal privilege or authority, him /her intentionally, knowingly, or recklessly:

1. Obstructs a highway, street, sidewalk, railway, waterway, elevator, aisle, hallway, entrance, or exit to which the public or a substantial group of the public has access, or any other place used for the passage of persons, vehicles, or conveyances, regardless of the means of creating the obstruction and whether the obstruction arises from his acts alone or from his acts and the acts of others; or
2. Disobeys a reasonable request or order to move issued by a person with authority to control the use of the premises. **(Texas Penal Code 42.03)**

02.38 Overloading of Computer Resources

Nothing in this policy shall prohibit LSCS or the College System Operator from intercepting and stopping e-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the System's computer resources. **(System Policy Manual Section VI E.4.07)**

02.39 Parking, Blocking or Impeding Traffic

It is unlawful for any person to park a vehicle on any property under the control and jurisdiction of a state institution of higher education on this state except in the manner designated by the institution and in the spaces marked and designated by the governing board, or to block or impede traffic through any driveway of that property. All laws regulating traffic on highways and streets apply to the operation of vehicles within the property of the institution, except as may be modified in this subchapter. **(Texas Education Code 51.205)**

02.40 Plagiarism/Academic Dishonesty

Academic dishonesty in any form, including plagiarism, will not be accepted. The Lone Star College System upholds the academic core values of learning: honesty, respect, fairness, and accountability. It promotes the importance of personal and academic honesty. It embraces the belief that all learners-student, faculty, staff, and administrators-will produce their own work and must give appropriate credit to the work of others.

No fabrication of sources, cheating, or unauthorized collaboration is permitted on any work submitted within the System. Academic misconduct is a violation of the System Academic Integrity policy, the ethical relationship between the student and the academic community, and especially between the student and the instructor. It is the responsibility and prerogative of the instructor to make an initial determination regarding the extent and severity of an instance of academic misconduct; the instructor may opt to make a referral for further disciplinary action in appropriate cases.

The Faculty is encouraged to detail their plagiarism policy in the Syllabi. Sanctions may include, but are not limited to, assigning a zero or a grade “F” for the assignment or exam in question or awarding an “F” for the entire course. Additionally the Faculty will report the incident to the Chief Student Affairs Officer who will maintain a record of the event. The Chief Student Affairs Officer, in consultation with other administrators may determine that additional sanction(s) against the student are warranted. Specialized programs such as Honors programs or Health Professions programs may hold their members to higher standards which may include dismissal from future participation or enrollment in the program.

02.41 Prohibited Use of Computers

The following conduct by computer users will be treated as a violation of this policy and may subject the user to discipline, including loss of computing privileges, up to and including termination for a System employee and dismissal for a student:

1. Anonymous or forged e-mail messages;
2. Unauthorized attempts to access another person’s e-mail or similar electronic communications;
3. Use of another’s name, e-mail or computer address or workstation to send e-mail or similar electronic communications;
4. Use of System e-mail or other network resources for commercial purposes or for personal financial gain;
5. Access to a restricted computing resource without authorization or use for purposes beyond the authorization;

6. Transmission of copyrighted materials, without the written permission of the author or creator, through System e-mail or other network resources in violation of U.S. copyright law;
7. Use of computing resources used in a manner that disrupts the work or educational environment;
8. Intentional use of System computing resources to store, download, upload, display, print or e-mail computer images that constitute “obscene materials” as defined by **Section 43.21 of the Texas Penal Code** and that are not directly related to or required for a specific educational course or research project directly related to an educational program;
9. The display or transmission of messages, images, cartoons or other messages or images that are sexually explicit or that demean a person on the basis of race, ethnicity, gender, national origin, disability, and/or religion, may constitute prohibited harassment under System policies;
10. Upload or download of unauthorized materials to any System server; and
11. The sharing of an account, password or other authentication device that was provided to permit access to restricted computing resources. **(System Policy Manual Section VI E.4.02)**

02.42 Prohibited Weapons

A student shall not intentionally, knowingly, or recklessly possess or go onto LSCS premises with any prohibited weapon; threatening to exhibit or use a firearm. **(System Policy Manual Section E.02.04) (Code of Conduct 02.57 Weapons)**

02.43 Public Access Computer Terminals

All Lone Star College System public access terminals are provided to support the teaching, research and educational functions of the community college. Members of the public who are not enrolled in academic and technical college-level courses will be permitted to use such facilities for research purposes only when the use does not deny a student or employee access. Any member of the public whose use is not in accord with this policy may be asked to cease use of the computer, leave the facility, and forfeit rights to utilize System computers.

Minors who are not enrolled in Lone Star College System academic and technical college-level courses shall only be permitted to utilize a computer that has been installed with a filtering device. Parental or guardian permission is required for all minors who wish to enroll in academic and technical college-level courses. Such permission acknowledges that college level course work might contain materials or subject matter considered to be adult in nature. **(System Policy Manual Section VI E.4)**

02.44 Public Intoxication

A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another. **(Texas Penal Code 49.02)**

02.45 Publication - Hazing

A summary of Education Code 51.936, Chapter 37 Subchapter F shall be published or distributed by the college to each student during the first three weeks of each semester. The college, in the same manner, shall publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the three previous years. The summary of Education Code 51.936, Chapter 37, subchapter F shall also be published in any general catalog, student handbook or similar publication published by the college. **(Texas Education Code 51.936)**

02.46 Reckless Damage or Destruction

A person commits an offense if, without the effective consent of the owner, he recklessly damages or destroys property of the owner. **(Texas Penal Code 28.04)**

02.47 Records, E-mail

Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents or instruments. As with all records maintained by the System and to the extent required by law, files saved in the System's information system, including e-mail may be subject to release with a public information act request. **(System Policy Manual Section VI E.4.05)**

02.48 Refusing or Failing to Leave Building Closed to Public

No person may refuse or fail to leave a building under the control and management of a public agency, including a state-supported institution of higher education, during those hours of the day or night when the building is regularly closed to the public, upon being requested to do so by a guard, watchman, or other employee of a public agency, including a state institution of higher education, controlling and managing the building or property, if the surrounding circumstances are such as to indicate to a reasonable person that the individual or individuals have no apparent lawful business to pursue. **(Texas Education Code 51.242)**

02.49 Sexual Harassment

1. LSCS prohibits any form of gender discrimination. Sexual harassment is one form of gender discrimination. **(System Policy Manual Section VI E.3.01)**
2. Prohibited conduct related to sexual harassment of students by LSCS employees includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, e-mailing students at home or elsewhere to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. Sexual harassment of students by employees constitutes discrimination on the basis of sex under Title IX. An LSCS official who has authority to take corrective action on the System's behalf, and who has actual notice of employee-student sexual harassment or abuse, shall take corrective measures to address the harassment or abuse. **(System Policy Manual Section VI E.3.02)**
3. When gender-based peer harassment takes place in a context subject to LSCS's control and LSCS has the ability to exercise substantial control over the harasser, it shall take appropriate action in light of the known harassment.

LSCS shall not directly discriminate on the basis of gender when addressing peer sexual harassment. **(System Policy Manual Section VI E.3.03)**

02.50 Smoking Violation

The System prohibits smoking inside any of its buildings, owned or leased, including offices, classrooms, restrooms, hallways and elevators.

Each campus or facility owned or controlled by LSCS will post no-smoking signs at each public entrance and at other strategic locations.

Each campus or facility owned or controlled by LSCS will designate smoking areas not closer than within twenty-five (25) feet of the entrances to the buildings. **(System Policy Manual Section IV F.6.03)**

02.51 Stalking

1. A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct, including following the other person, that the perpetrator:

- a. Knows or reasonably believes the other person will regard as threatening:
 - Bodily injury or death for the other person;
 - Bodily injury or death for a member of the other person's family or household; or
 - That an offense will be committed against the other person's property
- b. Causes the other person or a member of the other person's family or household to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property; and
- c. Would cause a reasonable person to fear:
 - Bodily injury or death for himself or herself;
 - Bodily injury or death for a member of the other person's family or household; or
 - That an offense will be committed against the other person's property. **(Texas Penal Code 42.072)**

02.52 System Property

The System provides computing and network resources for the use of students, employees, and others affiliated with the System for educational or System partnered activities and to facilitate the efficient exchange of useful information. Affiliation with the System includes all university students, faculty, staff, and administrators associated with or enrolled in programs delivered by partner universities at The University Center. Students, employees and System affiliates are encouraged to use the computers, software packages, electronic mail, or System network and software. However, the equipment, software and network capacities provided through the System computer services are and remain the property of the System.

System users are expected to conduct themselves in compliance with all policies of the System and relevant laws of the United States and Texas and to demonstrate the same high ethical and professional manner when communicating using computing resources as is required in face-to-face or written communications. **(System Policy Manual E.4)**

02.53 Terrorist Threats

1. A person commits an offense if he threatens to commit any offense involving violence to any person or property with intent to:
 - a. Cause a reaction by an official or volunteer agency organized to deal with emergencies;
 - b. Place any person in fear of imminent serious bodily injury; or
 - c. Prevent or interrupt the occupation or use of a building; room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; or
 - d. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service. **(Texas Penal Code 22.07)**

Following such investigation, the System will initiate an appropriate response. This response may include, but is not limited to, suspension, expulsion, and/or arrest or criminal prosecution of the person or persons involved.

02.54 Theft

1. A person commits an offense if he unlawfully appropriates property with intent to deprive the owner of the property.
 - a. It is without owner's effective consent.
 - b. The property is stolen and the perpetrator appropriates the property knowing it was stolen by another. **(Texas Penal Code 31.03)**

02.55 Threats/Acts of Violence

Any student who makes substantial threats, exhibits threatening behavior, or engages in violent acts against other students, LSCS employees, visitors, or other individuals on LSCS property shall be removed and shall remain off LSCS premises pending the outcome of an investigation. **(System Policy Manual Section VI E.3.09)**

02.56 Trespass/Damage

It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institutions of higher education. **(Texas Education Code 51.204)**

02.57 Unauthorized Persons; Refusal of Entry, Ejection, Identification

The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter property under the board's control and may eject any undesirable person from the property upon his/her refusal to leave peaceably on request. Identification may be required of any person on the property. **(Texas Education Code 51.209)**

02.58 Weapons

A student shall not knowingly, intentionally or recklessly go onto LSCS premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of LSCS.

A student shall not interfere with normal activities, occupancy or use of any building or portion of LSCS campuses or of any vehicle engaged in the transportation of students to and from college-sponsored activities by exhibiting, using or threatening to exhibit or use a firearm. **(System Policy Manual E.2.04)**

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). **(Texas Penal Code 46.01(3))**
2. An illegal knife (knife with blade over 5 ½ inches, hand instrument designed to cut or stab another by being thrown, switchblade knife, dagger, bowie knife, sword, or spear). **(Texas Penal Code 46.05, 46.01(6))**
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage, or for the principal purpose of causing such a loud rapport as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery or shooting an explosive weapon). **(Texas Penal Code 46.01(2))**
4. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). **(Texas Penal Code 46.01(9))**

5. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). **(Texas Penal Code 46.01(10))**
6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens up automatically by pressing a button or by the force of gravity or centrifugal force). **(Texas Penal Code 46.01(11))**
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). **(Texas Penal Code 46.01(8))**
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). **(Texas Penal Code 46.01(12))**
9. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being). **(Texas Penal Code 46.01(14))**
10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifle-bore barrel using the energy generated by an explosion or burning substance.) **(Texas Penal Code 46.01(16))**
11. A club (instrument specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace and tomahawk). **(Texas Penal Code 46.01(1))**

*** THE STATEMENTS, GUIDANCE AND RECOMMENDATIONS CONTAINED HEREIN ARE TO ASSIST THE USERS OF THIS REFERENCE MANUAL WHEN DEALING WITH CONDUCT AND DISCIPLINARY ISSUES. ALL DISCIPLINARY MATTERS WILL BE HANDLED ON AN INDIVIDUAL BASIS. THIS MANUAL IS NOT INTENDED TO PROVIDE LEGAL ADVICE, NOR IS THE LONE STAR COLLEGE SYSTEM ABLE TO GUARANTEE THE SAFETY OF ITS EMPLOYEES OR STUDENTS. WHEN FACING A DANGEROUS OR EMERGENCY SITUATION ALWAYS CALL 281-290-5911 FOR EMERGENCY ASSISTANCE ON CAMPUS OR DIAL 911.

Appendix

Definitions

Student – an individual currently enrolled in the System. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on campus of any component institution.

College – Lone Star College System and its component campuses and satellite centers.

Campus – real property over which the System has possession and control including adjacent streets, sidewalks, and parking lots.

Faculty Member – any person hired by the System to conduct academic activities.

College Official – any person employed by the System, performing assigned administrative or professional responsibilities.

Designee – a person authorized to make decisions on behalf of named administrator in his/her absence or on behalf of the administrator.

Policy – defined as the written regulation of the System as found in, but not limited to, the Student Disciplinary Policy, the System catalog, and administration policies and procedures.

Conduct – an act or omission.

Agency – includes authority, board, bureau, commission, committee, council, department, district, division, and office.

Possession – actual care, custody, control, or management.

Reasonable Belief – a belief that would be held by an ordinary and prudent person in the same circumstances as the actor.

“Mental Illness” an illness, disease, or condition, other than epilepsy, senility, alcoholism, or mental deficiency, that:

- (a) Substantially impairs a person’s thought, perception of reality, emotional process, or judgment; or
- (b) Grossly impairs behavior as demonstrated by recent disturbed behavior.

Shall – used in the imperative sense.

May – is used in the permissive sense.