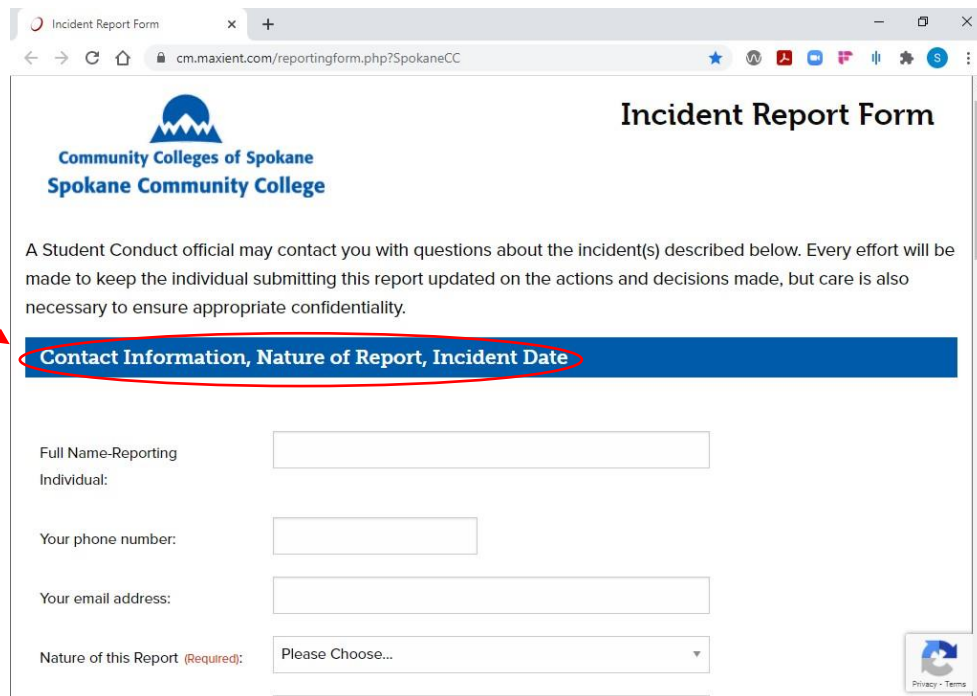


Faculty & Staff Guide to Reporting Student Conduct Issues

1. In the [Employee Portal](#) on the SCC Website, click on one of the following forms (depending on the nature of your report): [Behavioral Intervention Team](#) – SCC*; [Early Alert](#) (Student Support Referral); [Student Conduct Incident Report](#) (SCC)*

**Form allows drop down option for BIT, Student Conduct, and Title IX/Sexual Harassment.*

2. On the Incident Reporting Form, start by providing the **Contact Information, Nature of Report, & Incident Date** to identify the reporting party for follow up.



Incident Report Form

Community Colleges of Spokane
Spokane Community College

A Student Conduct official may contact you with questions about the incident(s) described below. Every effort will be made to keep the individual submitting this report updated on the actions and decisions made, but care is also necessary to ensure appropriate confidentiality.

Contact Information, Nature of Report, Incident Date

Full Name-Reporting Individual:

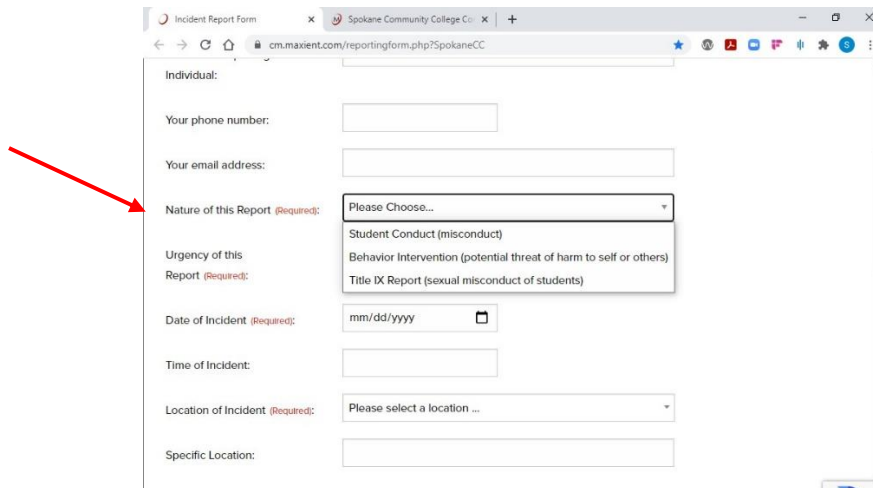
Your phone number:

Your email address:

Nature of this Report (Required):

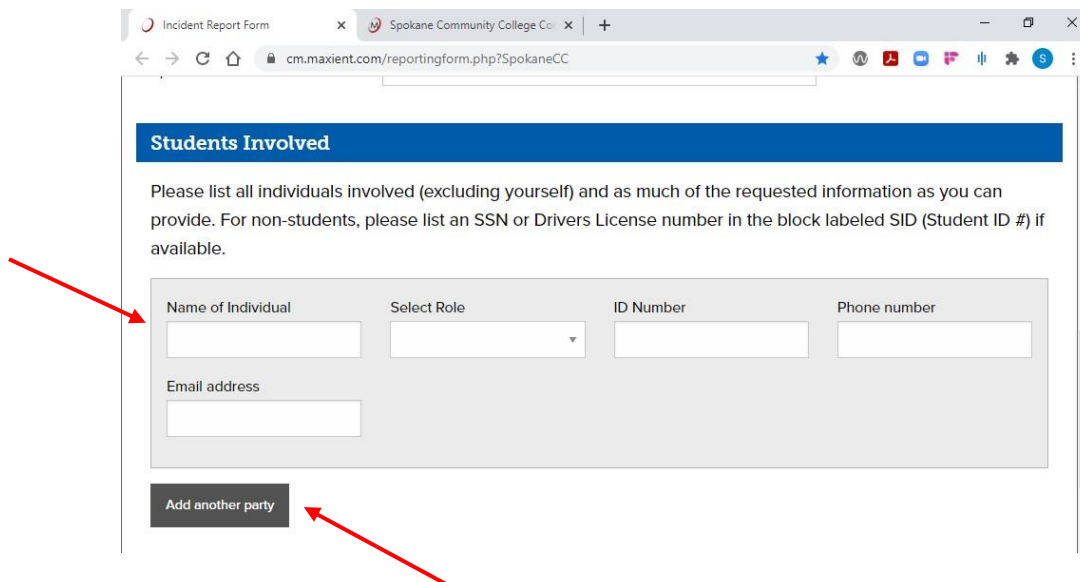
Privacy - Terms

- Under the **Nature of this Report** drop down, identify if the report is for student conduct, concerning or threatening behavior (BIT), or a Title IX Report regarding sexual misconduct of students. Please note: Use the separate form for [Early Alert](#) referrals.



The screenshot shows the 'Incident Report Form' in a web browser. A red arrow points to the 'Nature of this Report (Required):' dropdown menu, which is open and displays three options: 'Student Conduct (misconduct)', 'Behavior Intervention (potential threat of harm to self or others)', and 'Title IX Report (sexual misconduct of students)'. Other fields visible include 'Your phone number:', 'Your email address:', 'Urgency of this Report (Required):', 'Date of Incident (Required):' (with a date picker), 'Time of Incident:', 'Location of Incident (Required):' (with a location selector), and 'Specific Location:'.

- Please identify all involved students in the reported incident. This form will allow you to “Add Another Party” if there is more than one student involved.



The screenshot shows the 'Students Involved' section of the form. A blue header bar contains the title 'Students Involved'. Below it, a text block instructs the user to list all individuals involved (excluding themselves) and provide as much information as possible, including SSN or Drivers License number in the 'SID (Student ID #)' field if available. A table with four columns is provided for data entry: 'Name of Individual', 'Select Role', 'ID Number', and 'Phone number'. Below the table is an 'Email address' field. A red arrow points to the 'Name of Individual' field. At the bottom of the section is a button labeled 'Add another party', which is also pointed to by a red arrow.

5. Complete the **Description of the Incident(s)** section to provide narrative, factual details, and specific behaviors of the reported incident.

The screenshot shows a web browser window with the title 'Incident Report Form' and the URL 'cm.maxient.com/reportingform.php?SpokaneCC'. The main heading is 'Description of the Incident(s)'. Below the heading, there is a text box for the incident description. A red arrow points to the text box. Below the text box, there are two required fields: 'Electronic Signature of Reporting Party: I certify that this information is true and correct. (Required)' and 'Electronic Signature Date (Required)'. A red arrow points to the signature field.

Description of the Incident(s)

Provide a description of the incident using concise and objective language of specific behaviors observed, words used, time and date of incident(s) as well as anything that might help Student Conduct officials better understand the individual or circumstances. If applicable, include a description of any prior interactions you had with the individual(s) involved, any actions/steps you took to address behaviors, and any actions taken to address this particular incident. Attachments can be provided below.

Electronic Signature of Reporting Party: I certify that this information is true and correct. (Required)

Electronic Signature Date (Required)

6. If you have any supporting documentation (e.g. photos; screenshots; emails; etc.), please attach under **Supporting Documentation/Attachments**. Once you have completed all required fields, submit the report. You may also email yourself a copy of the report by checking "Email me a copy of this report".

The screenshot shows the 'Supporting Documentation/Attachments' section. It includes a text box for uploading files, a checkbox for 'Email me a copy of this report', and a 'Submit report' button. A red arrow points to the 'Choose files to upload' button. Another red arrow points to the 'Submit report' button.

Supporting Documentation/Attachments

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size. Attachments require time to upload, so please be patient after submitting this form.

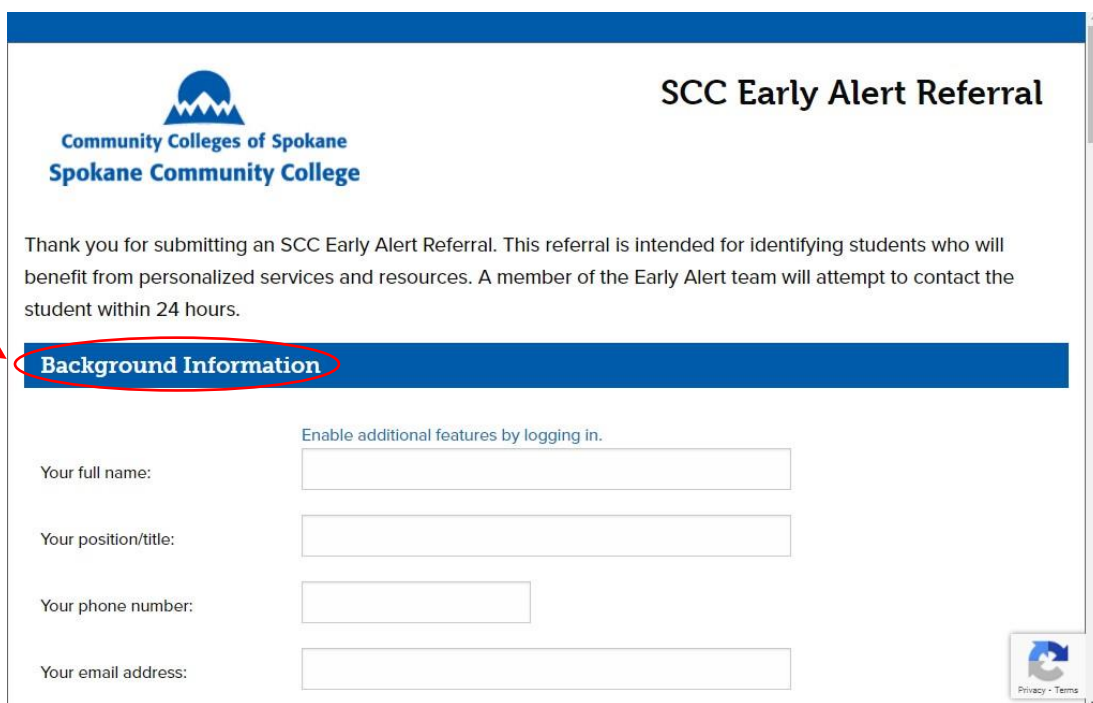
Choose files to upload Choose Files


☐ Email me a copy of this report

Submit report

Faculty & Staff Guide to Referring Early Alert Issues

1. In the [Employee Portal](#) on the SCC Website, click on one of the following forms (depending on the nature of your report): [Behavioral Intervention Team](#) – SCC*; [Early Alert](#) (Student Support Referral); [Student Conduct Incident Report](#) (SCC)*
**Form allows drop down option for BIT, Student Conduct, and Title IX/Sexual Harassment.*
2. On the Early Alert Referral Form, please start by providing the **Background Information** so that we can identify the reporting or referring party for follow up.




Community Colleges of Spokane
Spokane Community College

SCC Early Alert Referral

Thank you for submitting an SCC Early Alert Referral. This referral is intended for identifying students who will benefit from personalized services and resources. A member of the Early Alert team will attempt to contact the student within 24 hours.

Background Information


[Enable additional features by logging in.](#)

Your full name:

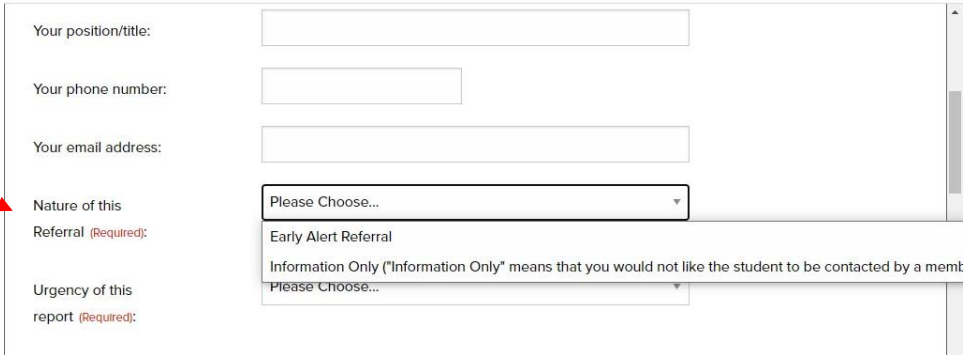
Your position/title:

Your phone number:

Your email address:

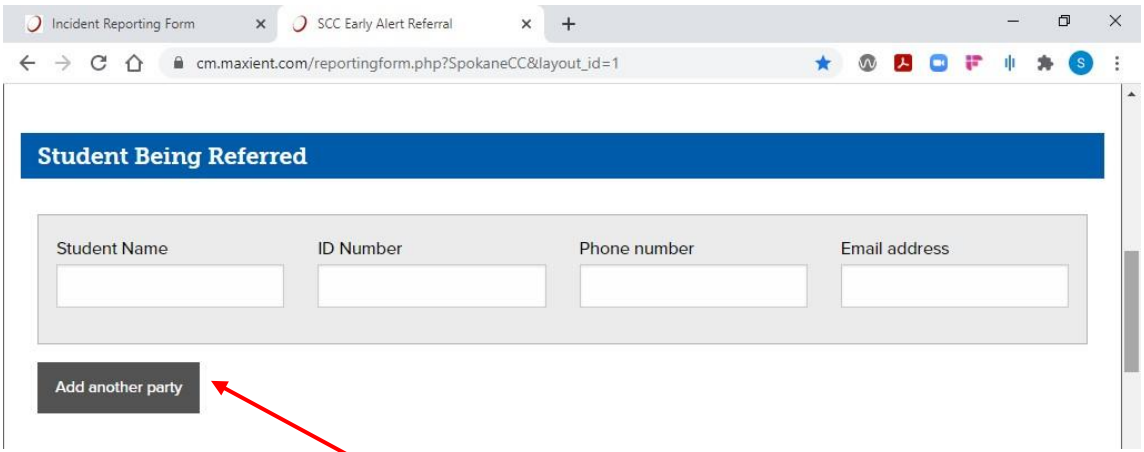


3. Under the **Nature of this Referral** drop down, identify if the report is for an Early Alert Referral (Follow Up Needed) or Information Only (No Action Needed/Student Should Not Be Contacted By Early Alert Team). If you need to report for student conduct issues, use the separate form for [Incident Reporting](#).



A screenshot of a web form section titled 'Nature of this Referral (Required):'. It features a dropdown menu with the following options: 'Please Choose...', 'Early Alert Referral', and 'Information Only ("Information Only" means that you would not like the student to be contacted by a memt)'. A red arrow points to the dropdown menu.

4. Please identify all involved parties in the referral. This form will allow you to “Add Another Party” if there is more than one student/party involved in the referral.



A screenshot of a web browser showing the 'Incident Reporting Form' and 'SCC Early Alert Referral' tabs. The URL is 'cm.maxient.com/reportingform.php?SpokaneCC&layout_id=1'. The main section is titled 'Student Being Referred' in a blue header. Below this, there are four input fields: 'Student Name', 'ID Number', 'Phone number', and 'Email address'. At the bottom of this section is a button labeled 'Add another party'. A red arrow points to the 'Add another party' button.

5. Complete the **Questions** section to provide narrative details and specific areas of concern as well as recommendations for support regarding the student being referred. If this is a “Course-Specific” referral, please identify the Course Name/Course ID information.

The screenshot shows the 'Questions' section of the Incident Reporting Form. A red arrow points to the question: 'Is this Early Alert Referral for a specific course (for faculty) or a general Early Alert (student resources/support) Referral? (Required)'. Below this question are two radio button options: 'Course-Specific Referral' and 'General Early Alert (student resources/support) Referral'. A second red arrow points to the 'Course-Specific Referral' option. Below these options is a text box for entering course information, with the instruction: 'If you answered above that this was a "Course-Specific Referral", please enter the Course Name/Course ID information below.' Below the text box is the 'Areas of Concern (Required)' section, which contains five checkboxes: 'Class Attendance', 'Classroom Behavior', 'Test/Quiz Scores', 'Assignment Completion', and 'Class Participation'. A red arrow points to the 'Classroom Behavior' checkbox. At the bottom right of the form is a 'Privacy - Terms' link.

6. If you have any supporting documentation (e.g. photos; screenshots; emails; etc.), please attach under **Supporting Documentation**. Once you have completed all required fields, submit the referral. You may also email yourself a copy of the report by checking “Email me a copy of this report”.

The screenshot shows the 'Supporting Documentation' section of the Incident Reporting Form. A red arrow points to the 'Supporting Documentation' header. Below the header is a text box for providing additional information, with the instruction: 'Please provide additional information on areas where the student excels'. Below the text box is the 'Supporting Documentation' section, which contains a note: 'Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size. Attachments require time to upload, so please be patient after submitting this form.' Below the note are two buttons: 'Choose files to upload' and 'Choose Files'. Below these buttons is a checkbox labeled 'Email me a copy of this report'. A red arrow points to this checkbox. At the bottom of the form is a 'Submit report' button. At the bottom right of the form is a 'Privacy - Terms' link.