



## STUDENT BEHAVIOR AND COLLEGE DISCIPLINE INSTRUCTOR GUIDELINE

To achieve the college's mission of educating students, we must first create a positive learning environment. It is our responsibility to insure that our students know what is expected of them, and, equally our responsibility, to protect them and ourselves from behaviors that disrupt the integrity of that environment.

### CAMPUS DISCIPLINARY PROCEDURES

The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Rule 9803 are essential to the maintenance of a quality college environment. These standards apply to all students on campus or other college property or while attending any college-sponsored classes, activities or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action.

Select forms of disciplinary action appropriate to the misconduct, as defined by the violation of the Standards of Student Conduct, Board Rule 9803, may be taken by an instructor. More severe disciplinary action must be instituted by the Vice President of Student Services or College Disciplinarian.

- a. Notifying Campus Law Enforcement. When a violation of the Standards of Student Conduct occurs which threatens the lives, property or maintenance of order, campus law enforcement should be notified immediately. Campus law enforcement will issue a police report and will send a copy to the Vice President of Student Services or designee for appropriate action.
- b. Discipline. **The following types of disciplinary action may be taken by an instructor:**
  - 1) Warning - A verbal or written notice, given to the student by an instructor, Vice President of Student Services or designee or any college administrator or manager, that continuation or repetition of the specified conduct may be cause for further disciplinary action. The Vice President of Student Services or designee shall place documentation of this warning in the student file. (Note: documentation of student's misconduct must be sent to the Vice President of Student Services or College Disciplinarian for this to occur.)
  - 2) Reprimand - A written reprimand for violation of specified regulations, prepared by an instructor, Vice President of Student Services or designee or any college administrator or manager. The reprimand will be sent to the student by the Vice President of Student Services or designee, noting that continued violations may result in further disciplinary action. The Vice President of Student Services or designee shall place a copy of this reprimand in the student file.
  - 3) Removal By Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class.
    - (a) If a student is suspended for one class meeting, no additional formal disciplinary action is necessary; however, **the faculty member is encouraged to notify the Vice President of Student Services or designee of this action.**
    - (b) If a student is suspended from class for the day of the incident and the next class

meeting, **the instructor shall send a written report of the action to his/her divisional chairperson, who shall forward it to the appropriate instructional administrator, the Vice President of Academic Affairs and the Vice President of Student Services or designee.**

- (c) If the student who is being suspended for two class meetings is a minor, the Vice President of Student Services or designee shall notify the parent or guardian of the student involved in the incident, and shall hold a conference regarding the suspension as soon as possible with the student, his or her parent or guardian and if necessary the faculty member. (EC 76032)
- (d) The instructor may recommend to the appropriate instructional administrator or the Vice President of Academic Affairs that the student be suspended for longer than two class meetings. **If the instructor, student and appropriate administrator cannot resolve the matter, the matter shall be referred to the Vice President of Student Services or designee who shall consider further disciplinary action.**
- (e) During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed, unless the student is further suspended pursuant to Section 4 below. Suspension by the instructor shall be considered an excused absence.

**The following forms of discipline actions require action by college administration:**

- 4) Immediate Suspension - The Vice President of Student Services or designee, or any other college administrator, manager or delegated authority may immediately suspend a student from all colleges in the District and District office, **acting under an emergency to protect lives or property and/or to ensure the maintenance of order.**
- 5) Suspensions up to 10 days and for more than 10 days -The Vice President of Student Services or designee may:
  - (a) Suspend a student from one or more classes, activities, services, programs, or specific locations on campus for a period of up to ten days with a right to a hearing before the Vice President of Student Services or designee; or
  - (b) Suspend a student subject to a right to a hearing before a Hearing Committee as provided under Board Rule 91101.14 for:
    - (1) One or more classes, activities, services, programs, or specific locations for the remainder of the term; or
    - (2) One or more classes, activities, services, programs, or specific locations of the college or District for up to two terms or one academic year.

**When an incident occurs:**

Please use the Faculty Disciplinary Form to document an incident and your action, and to notify your chair, as well as to request further disciplinary action from the College Disciplinarian, Dr. Lawrence Jarmon or Vice President Betsy Regalado. The form has lines for the student's signature. That is optional, and often is difficult or awkward to obtain. It is a means to record that the student was notified and/or warned. The lower portion of that form is to be given to the student if at all possible, signed by him/her or not.

**NOTE: It is important to remember that a faculty member may NOT Exclude/drop a student from class for violating the Student Code of Conduct.**

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