

# Student Discipline Handbook for Faculty



## INTRODUCTION

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.

The purpose of the Los Angeles Community College District (LACCD) Student Conduct is to communicate the expectations that LACCD has of students, to educate guide students to understand their responsibility for appropriate behavior and respect for others in the LACCD community. Specifically, West Los Angeles College (WLAC) is dedicated to the advancement of learning, student retention success the development of responsible personal and social conduct. The maintenance of discipline in the WLAC setting is intended to support a civil environment conducive to learning and inquiry. Student Services staff members work in partnership with instructors and academic administrators to support this goal. A student enrolling in one of the colleges of the Los Angeles Community College District may rightfully expect that the faculty and administration maintain

an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their right to free inquiry and free speech in a responsible, non-violent manner. In furtherance of the student's interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal laws, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations, and policies of the Los Angeles Community College District. A record will be kept of all persons who use; the facilities or grounds of the college.



## LOS ANGELES COMMUNITY COLLEGE DISTRICT STUDENT CODE OF CONDUCT

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.

### *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.

### *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 and 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.
  - 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:
    - i. One or more classes, activities, services, programs, or specific locations for the remainder of the term; or
    - ii. One or more classes, activities, services, programs, or specific locations of the college or District for up to two terms or one academic year.



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, the Dean, Student Services or Vice President Student Services. 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.

Conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as a student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following;

- Willful disobedience to directions of College officials acting in the performance of their duties.
- Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of materials.

- Dishonesty, such as cheating, or knowingly furnishing false information to the College.
- Unauthorized entry to or use of the College facilities.
- Forgery, alteration, or misuse of College documents, records, or identification.
- Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.
- Theft or damage to property belonging to the college community, or a campus visitor.
- The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud, unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.
- Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
- Any possession of controlled substances which would constitute a violation of Health and Safety Code Section 11350 or Business and Professions Code Section 4230, any use of controlled substances that possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances" as used in this section include, but are not limited to the following drugs and narcotics:
  - o opiates, opium and opium derivatives
  - o mescaline
  - o hallucinogenic substances
  - o peyote
  - o marijuana
  - o stimulants and depressants
  - o cocaine
- Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.
- Behavior while on a college campus or at a college sponsored activity, inconsistent with the District's nondiscrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.
- Any assemblage of two or more persons to (1) do an unlawful act; or (2) do a lawful act in a violent, boisterous or tumultuous manner.
- Any agreement between two or more persons to perform illegal acts.
- Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500), or imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.



- Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.
- Every parent, guardian or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities, is guilty of a misdemeanor.

## **WHAT IS DISRUPTIVE BEHAVIOR**

Any behavior which interferes with the instructional, administrative or service functions of the College is considered to be disruptive behavior. If the behavior threatens the personal safety of students, faculty or staff, or is displayed with such emotional intensity that it engenders fear or concern in others, please contact the Sheriff's Office at (310) 287-4314.

Disruptive behavior should not be confused with the students' right to express differing opinions and their exercise of fundamental academic freedoms. Assessing disruptive behavior can be highly subjective.

Each person has his/her tolerance level and strategies for handling disruptions. One must take into consideration the severity of disruption, as well as the number of times that a student has been counseled or disciplined for the same behavior.



To identify disruptive behavior in the classroom, instructors should consider the impact the disruption has on his/her ability to teach and maintain order in the classroom or online, as well as the impact of the behavior on other students. In addition, instructors should be sensitive to the cues exhibited by the class since an instructor's level of tolerance for certain disruptive behaviors may be greater than that of some students.

Any behavior which interferes with the instructional, administrative or service functions of the College is considered to be disruptive behavior. If the behavior threatens the personal safety of students, faculty or staff, or is displayed with such emotional intensity that it engenders fear or concern in others, please contact the Sheriff's Office at (310) 287-4314 or call extension 4314 from any campus phone.

Disruptive behavior should not be confused with the students' right to express differing opinions and their exercise of fundamental academic freedoms. Assessing disruptive behavior can be highly subjective. Each person has his/her tolerance level and strategies for handling disruptions. One must take into consideration the severity of disruption, as well as the number of times that a student has been counseled or disciplined for the same behavior.

To identify disruptive behavior in the classroom, instructors should consider the impact the disruption has on his/her ability to teach and maintain order in the classroom or online, as well as the impact of the behavior on other students. In addition, instructors should be sensitive to the cues exhibited by the class since an instructor's level of tolerance for certain disruptive behaviors may be greater than that of some students.

## **PREVENTION**

It is highly recommended that the course syllabus outline the standards of conduct expected in the course and that these behavioral expectations be reviewed with the class. Examples of unacceptable behavior may include:

- Cheating; plagiarism
- Use of profanity
- Verbal and non-verbal disruptions
- Private conversations or displays of affection
- Uncooperativeness
- Cell phones and/or other personal electronic equipment
- Physical threats/violence

Additional examples of unacceptable behavior in online courses may include:

- Use of disrespectful or offensive language
- Posting of messages with inappropriate and/or offensive subjects
- Intimidation or harassment that creates a hostile environment for others

### ***Recommended Actions***

Depending on the severity of the disruption, an instructor may first ask the student to simply discontinue the behavior. A verbal and/or written warning may also be given as appropriate. The instructor should document

details regarding the behavior and the response to the student. If additional action is deemed necessary, the instructor should report the incident to the Vice President of Student Services or the Dean of Student Services to determine the next course of action.

In the event of severe cases of disruptive behavior, the instructor has the right to suspend a student from class on the day of the offense and for the following class period (if necessary). If this should occur:

1. Consult with the Department Chair and Department Dean to notify them of the situation within one instructional day of the incident)
2. Submit a written description of the incident/situation to the Department Chair, Department Dean, Dean of Student Services, and Vice President Student Services
3. Contact the Dean of Student Services or Vice President Student Services to determine the next course of action.

## **HOW TO ASSIST STUDENTS IN CRISIS**

Students encounter stress for a variety of reasons. Academics, family problems, social situations, work, and financial concerns are just some of the sources of stress. While most students cope successfully with the demands of college life, for some the pressures become overwhelming and unmanageable.

The inability to cope effectively with emotional stress poses a serious threat to a student's overall functioning. The expression of interest and concern by a faculty or staff member may be a critical factor in helping a struggling student reestablish the emotional equilibrium necessary for success in a university environment.



Your willingness to respond to students in distress will undoubtedly be influenced by your personal style and your particular beliefs about the limits of responsibility for helping students mature, both emotionally and intellectually. Some

students may be more open to assistance than others. In addition, factors such as class size or the nature of your relationship with the student may also have a substantial effect on the type of interactions you have. It's important to be realistic about what you can offer when making a decision about how you can help a student.

A crisis is a situation in which an individual's usual style of coping is no longer effective, and the emotional or physiological response begins to escalate. As emotions intensify, coping becomes less effective, until the person may become disoriented, non-functional, or attempt harm. If a student is in a serious mental health crisis, you might see or hear the following:

- Suicidal statements or suicide attempts
- Written or verbal threats, or attempted homicide or assault
- Destruction of property or other criminal acts
- Extreme anxiety resulting in panic reactions
- Inability to communicate (e.g., garbled or slurred speech, disjointed thoughts)
- Loss of contact with reality (e.g., seeing or hearing things that aren't there, expressing beliefs or actions at odds with reality)
- Highly disruptive behavior (e.g., hostility, aggression, violence)

### *Stress is a part of every student's life*

However, there are some indicators that, when present over time, suggest that a student's stress level may be a cause for concern. In these circumstances, you might see or hear the following:

- Uncharacteristic changes in academic performance
- Uncharacteristic changes in attendance at class or meetings
- Depressed or lethargic mood
- Hyperactivity and/or rapid speech
- Social withdrawal
- Marked change in personal dress, hygiene, eating and/or sleeping routines
- Repeatedly falling asleep in class
- Requests for special consideration, especially if the student is uncomfortable talking about the circumstances prompting the request
- New or recurrent behavior that pushes the limits of decorum and that interferes with the effective management of your class, work team, etc.
- Unusual or exaggerated emotional response to events

### *What To Do When You Suspect a Serious Crisis*

If you believe there may be imminent danger of harm to a student or someone else, as evidenced by several of the crisis symptoms listed under the Student in Crisis Section, immediately call the Campus Sheriff's Department at (310) 287-4314. You may also consider walking the student to the Student Health Center. Doing so is an excellent way of showing your concern and support, and helps ensure that the student receives the help they need.

If you choose to approach a student you are concerned about or if a student seeks you out, here are some suggestions that might be helpful:

- **Talk to the student in private** when both of you have time and are not rushed or preoccupied. Give the student your undivided attention. It is possible that just a few minutes of effective listening on your part may be enough to help the student feel comfortable about what to do next.
- **Be direct and nonjudgmental.** Be direct and specific. Express your concern in behavioral, nonjudgmental terms. For example, say something like “I’ve noticed you’ve been absent from class lately, and I’m concerned,” rather than “Why have you missed so much class lately?”
- **Listen sensitively.** Listen to thoughts and feelings in a sensitive, non-threatening way. Communicate understanding by repeating back the essence of what the student has told you. Try to include both the content and feelings. For example, “It sounds like you’re not accustomed to such a big campus and you’re feeling left out of things.” Remember to let the student talk.

- **Refer.** Point out that help is available, and emphasize that seeking help is a sign of strength. Make some suggestions about places to go for help. Tell the student what you know about the recommended person or service.
- **Follow up.** Following up is an important part of the process. Check with the student later to find out how he or she is doing, and provide support as appropriate.

Dealing with students in distress can be a stressful and taxing experience. **Be sure to take care of yourself, too.** Seek support from colleagues and supervisors. It may also be helpful to talk with a counselor.

## CONTACT INFORMATION

*Vice President Student Services*

(310) 287-4248

*Dean, Support Services*

(310) 287-4423





# Faculty Disciplinary Form

Please complete this form whenever you take action against a student for violation of the Standards of Student Conduct and forward to Vice President of Student Services. This form may be filed in a general folder for reference in the case of repeat violations and depending on the violation. In more severe cases this form will be used to contact the student to make an appointment with the Vice President, Student Services.

\_\_\_\_\_  
DATE TIME

\_\_\_\_\_  
STUDENT LAST NAME STUDENT FIRST NAME

\_\_\_\_\_  
SS ID# COURSE AND SECTION #

Check the Code Sections under Chapter IX, Article VIII, which were violated (see attached sheets). Explain below the facts and details to substantiate the issuance of this form:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION TAKEN**

- WARNING** – Written or oral notice to the student that -continuation or repetition of misconduct may result in disciplinary action.
- REMOVAL** by Instructor - An instructor may remove (suspend) a student from class for the day of the incident.
- REMOVAL** by Instructor - An instructor may remove (suspend) a student from class for the day of the incident and the next class meeting.
- REFERRAL** (Dept. Chair, Vice President), please explain:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
INSTRUCTOR NAME INSTRUCTOR SIGNATURE DATE

*Without admitting guilt, I acknowledge receipt of this Faculty Disciplinary form.*

\_\_\_\_\_  
STUDENT NAME STUDENT SIGNATURE DATE