

Writing Components

Most courses that transfer to the state college and university systems require evidence of writing assignments. One may find that many of the students in classes have had little experience in writing formal papers, especially if teaching a class that has no prerequisite. It will help students to see what is wanted if the instructor shares with them anonymous examples of acceptable papers from past classes. Remind them that free tutoring is also available in the Writing Center for those who feel especially uncomfortable with the challenge. Possible alternatives to the formal research paper that still meet the writing components include:

1. **Learning Journals:** The entries in learning journals are primarily reflective: students may listen to instructors or read their text, then write about what these experiences taught them. The entries need not be long, but they should be produced fairly frequently. Check the entries periodically to discourage massive, thoughtless, last-minute entry writing, and make brief comments in the margins as reading to convey to students that the instructor is paying attention and is reacting to their thoughts.
2. **In-Class Writing Workshops:** Make an informal in-class writing assignment, and then circulate while they are writing, answering questions, and providing feedback.
3. **Spontaneous Writing:** Have students write two pages rapidly and spontaneously about an easily accessible topic. Have students re-read what they have written and draw circles around their three best sentences. Finally, have students write more formally about one of the circled sentences.

Standards of Student Conduct

In accordance with Board Policy 5500 and the California Educational Code, disciplinary action may be taken if a student's conduct disrupts or significantly interferes with the instructional program or college activities, or if his/her actions endanger the health or safety of others.

Examples of conduct that may result in disciplinary action include:

- Persistent disruptive behavior.
- Assault, battery, or threat of violence.
- Use, sale or possession of illegal drugs or substances.
- Use or possession of alcoholic beverages on college property or at a college-sponsored event.
- Smoking in any area designated as "No Smoking."
- Dishonesty, such as cheating, plagiarizing, or providing false information.
- Forgery, alteration, or misuse of college documents.
- Violation of regulations governing student organizations.
- Unauthorized entry.
- Possession or use of any firearm, explosive device, or dangerous chemicals.
- Driving motorcycles or off-road vehicles on college property.
- Obstruction of pedestrian and/or vehicular traffic on college property.

Removal of Student from Class

In accordance with Board Policy 5500, the individual instructor may take action to temporarily remove a student from class. The behaviors outlined in this board policy are the most likely to prompt faculty action are continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority, persistent abuse of college personnel, or any threat of force or violence.

Prior to removing the student from class, the instructor must provide the student with an oral or written statement that he/she has violated school policy or classroom norms. (The exception to this would be cases that involve the threat of violence). Instructors should document this warning for their records in case the behavior persists.

If the behavior still continues despite this notice, the instructor may direct the student to leave the class and remain away for the balance of the class period and the next regular class meeting. The instructor must also advise the student of the need to meet with the Division Dean or the Director of Student Life. The instructor should report the short-term suspension to the Division Office and the Office of Student Life by phone within two hours after the end of the class, and in writing within twenty-four hours so the Dean can be apprised of the situation in preparation for meeting with the student.

[Disruptive Student Incident Report Form](#)

Once the student has seen the Dean, the Dean will review the action taken and will discuss it with the instructor or with both the instructor and the student. The instructor and the Dean should concur regarding the conditions under which the student will return and the expected behaviors that must change before the student may be returned to class. Once this concurrence has been reached, the Dean will provide the student with a written authorization to return to class that identifies the behavioral conditions that must be maintained.

If an instructor encounters any disciplinary problem in the classroom, contact the Faculty Chair and/or Division Dean for assistance and advice on all the options available. In the evening, contact the Weekend College office (ext. 4476) or Campus Police (ext. 4491).

Note: Except in cases of threatened force or violence, instructors may not temporarily suspend a student for non-persistent behaviors.

Disruptive Student Behavior Incident Information

Helpful Hints

Important Phone Numbers:

(909) 384-4491 - College Police (Emergency)

(909) 384-4495 - Student Health Services (Emotional Crisis Intervention)

(909) 384-8253 - Raymond Carlos, Ed.D., Dean of Student Support Services

(909) 384-4473 – Olivia Rosas, Ed.D., Interim Vice President of Student Services

Classroom Incidents:

1. Have you provided the student with an oral and/or written statement that they have violated college policy, disrupted the educational process, or violated your classroom norms? Exceptions to this would be cases that involve the threat of violence; in such cases, immediately contact College Police and your Division Dean.
2. Did you indicate that continued disruptive behavior will result in further documentation, including possible dismissal from your class?
3. If the behavior continues despite having provided the student with oral and written notice, you may request the student to leave the class and remain out for the balance of the class period and the next regular class meeting. Please document the reasons (specific behaviors) that led to removing the student for the class session(s).
4. An instructor may temporarily remove a student from class for up to 2 class sessions (the current and next class) for the following reasons: disruptive behavior; willful disobedience; habitual profanity/vulgarity; open and persistent defiance of authority; persistent abuse of college personnel; threat of force or violence.
5. If you remove a student from the class session and the next regular class meeting, please notify your Division Dean and the Director of Student Life immediately. You must advise your Division Dean by phone within two hours after the end of class, and by email/writing within 24 hours.
6. Provide your Division Dean with any documentation you have regarding the student, including written and verbal warnings, policies violated, and any previous actions you may have taken.

Incidents outside of the classroom:

1. Speak with the student about the behavior. If you feel threatened physically, contact College Police at (909) 384-4491.
2. Complete the Incident Report Form, providing a name if you know it; if not, provide a description of the person to the manager in your area. If the manager sees fit, a verbal warning may be given to the student at that time. Otherwise, refer the incident to the Dean of Student Support Services for follow up with the student.
3. If a pattern of disruptive behavior by a student is documented by various departments, the Dean of Student Support Services will follow up with the student and disciplinary action may be taken.

[Incident Report Form](#)