

## LATTC Classroom Policies and Procedures

*Throughout this document, references are made to resources such as policies, forms, checklists, etc. that can be found on the Academic Affairs website.*

*The URL for the website is <http://www.lattc.edu/dept/lattc/acaaffairs/home.html> and for the Faculty page is <http://www.lattc.edu/dept/lattc/acaaffairs/fachome.html>.*

**Absences (Faculty).** Absences should be reported to your department office up to 4:30 pm. After 4:30 pm absences should be reported to the Office of Academic Affairs at 213.763.7022.

**Accident Procedures (Students).** When a student has an accident with minor cuts, bruises, etc. call THE STUDENT HEALTH CENTER at ext. 3765 and send the student to Center located in E102. The STUDENT HEALTH CENTER is NOT an EMERGENCY CENTER. For more serious injury call the Sheriff's Office at ext 3611, the Sheriff's Office will connect with Emergency 911. (This will be a 3 way call with the Sheriff, the person making the call and Emergency 911 operator). The Sheriff's Office will direct the Paramedics to the location of the injured student. Please inform the student to go to the Sheriff's Office and make a report of the injury when they return to school. All campus injuries must be reported to the Sheriff's Office at ext. 3611 when they occur.

Any treatment received in the Student Health Center is FREE. The student is responsible for payment of any expenses associated with the emergency services received. It is therefore very important that the student be enrolled in the Insurance coverage provided by ASO Membership, so that they will not have to pay out of pocket expenses for the treatment they receive.

**Accident Procedures (Non-Students).** When a faculty member, staff member, or official visitor has an accident, inform him/her to go to the Sheriff's Office and make a report of the injury. All campus injuries must be reported to the Sheriff's Office at ext. 3611 when they occur. For more serious injury call the Sheriff's Office at ext 3611, the Sheriff's Office will connect with Emergency 911. (This will be a 3 way call with the Sheriff, the person making the call and Emergency 911 operator). The Sheriff's Office will direct the Paramedics to the location of the injured person.

**Attendance.** Instructors are required to keep daily attendance until the course census date--or in some cases are required to keep attendance throughout the entire course (for designated Positive Attendance courses, non-credit courses, etc.). Check with your department chair/dean or Admissions Office if you are unsure of the attendance requirements for your courses.

**Cell Phones.** The use of cell phones in classrooms, labs, the library, and other instructional areas are prohibited and may only be used to report emergency situations.

**Class Cancellation Due to Low Enrollment.** Course sections that meet daily or bi-weekly with fewer than 15 attendees will be cancelled on the second Monday of the semester. Course sections that meet once a week and during winter and summer will be cancelled with fewer than 15 attendees after the second meeting time.

**Field Trips.** Report all field trips to the department chair at least **two weeks** prior by submitting a Faculty Notification of Field Trip Form. Make sure all students participating in the field trip complete a Field Trip Form for Students. Any person who does not sign the form will not be permitted to attend class-related travel. In addition, a Request for Field Trip Insurance Rider Form must be completed. Out-of-state field trips require board approval. Allow at least 8 weeks to process out-of-state field trips and consult with your department chair and Administrative Services for assistance. In addition, check with your department chair for additional department policies and procedures regarding field trips. Policies, procedures, and instructions for field trips and all field trip forms are available on the Faculty page of the Academic Affairs website under the LATTC Faculty Resources heading.

**Food and Drink.** Food and drink is not allowed in classrooms, labs, and the library.

**Guest Speakers.** All guest speakers will need to have temporary roof top parking permits. The Sheriff's Department is responsible for issuing permits (D150, ext. 3600). Information the Sheriff's department will need when issuing a permit are: Instructor's name, guest's name, date, department, room number, and parking lot location. Please allow one day advance notice for parking permit requests. In addition, check with your department chair for department policies and procedures on guest speakers.

**Handling Disruptive Students.** There following are steps for handling disruptive students. 1. Reminder. Remind the class that your standard for appropriate behavior has been set forth in the Student Code of Conduct and/or in your syllabus. 2. Verbal warning. Should a student persist in being disruptive, issue the student a verbal warning. 3. Written Warning. If the student's misbehavior persists, issue the student a written warning through an Unsatisfactory Notice (refer to Unsatisfactory Notice section of this document). 4. Suspension. If verbal and written warnings are inadequate, a faculty member may suspend a student from class for up to two class days. If the student fails to leave the class when directed, campus police should be contacted for assistance at ext. 3600. If a student is suspended for only one class meeting, no additional formal disciplinary action is necessary. If the student is suspended for two class meetings more formal action is taken (Refer to the Suspending Students section of this document). In rare circumstances a student may act out in a way that is threatening and creates a sense of urgency. In these cases, the verbal and written warnings can be dispensed with and the student can be suspended immediately.

**Incomplete Grades.** Board Rule 6702 (Article VII) defines an incomplete grade as follows: *"Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances."* Thus, an incomplete may be assigned at the instructor's discretion, when a student has not completed the work required of a student in the instructor's class.

However, Title 5, 55002(a)(1)A) – *Grading Policy*, states that a course must provide "measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon **uniform standards**... Additionally, LACCD Board Rule 6705.20 – *Statement of Basis for Grading; Retention of Written Work and Grade Books*, states that, "During the first week of classes, the faculty members teaching classes shall distribute a statement describing the student work product which will be the basis for determining each student's grade in the class." Therefore, District and State policy, require that there be standard requirements for evaluation of all students. Adding different requirements after the fact, as conditions for completing and incomplete grade, would violate these policies.

When assigning an incomplete grade to students, instructors must complete and submit an Incomplete Grade Completion Contract. The contract is available on the Faculty page of the Academic Affairs website under the LATTC Faculty Resources heading.

**Instructor's Authority in the Classroom** (LACCD Board Rule 9701). Presence in a District classroom shall be limited to duly enrolled students of that class, District employees with authority to enter the classroom space, and authorized visitors to the classroom. The instructor is authorized to order any unauthorized person from the classroom. Failure of such person or persons to obey this order constitutes a misdemeanor.

**Office Hours.** All instructors shall maintain a schedule of office hours per week at a reasonable time for student consultation. The minimum office hours/minutes required of instructors each week of the course is outlined in Article 13 of the AFT Agreement. An Office Hour Calculator for regular/full-time and for adjunct/part-time faculty is available on the Faculty page of the Academic Affairs website under the LATTC Faculty Resources heading.

**Mail Boxes.** Each department has faculty mailboxes and most correspondence from and to the chair and staff of the department will be done via the department mailboxes. In addition, campus mail boxes are located in A121 and are used for correspondence related to campus-wide information, activities, and more. All faculty members are entitled to mailboxes, including adjunct faculty. Special services and departments such as Payroll/Personnel have separate mailboxes near the main counter in the mailroom. Adjunct faculty mailboxes are on the east side of the mailroom. If you do not have a mailbox, see your department chair. Make sure you check you department, campus, and email inboxes regularly.

**Meeting Classes.** All classes are to meet for the entire duration and location specified in the college schedule of classes. Instructors may not arbitrarily cancel a class, shorten a class session, or move to another location without prior consent from their department chair or dean.

**Non-Students Attending Classes.** Board Rule 91204 *Non-Student On Campus Without Lawful Business* prohibits any person, from being on the campus, who is not an employee or an enrolled student. Therefore, (1) do not allow anyone to attend class that you cannot verify has registered and (2) do not allow students to bring children and friends to class.

**Reserve Materials in the Library.** Instructors may request materials be placed on reserve in the library. A LATTC Faculty Reserve Form is available on the library website at <http://library.lattc.edu/Reserve/Reserve.cfm>. You may also contact the library for further instructions on reserve materials at 213/763-3958 (Reference Desk).

**Resolving Student Concerns Conflicts.** The first step toward resolving a problem between a student and an instructor is for the two of you to meet. Most times talking it over will resolve the matter. However, if you and the student are unable to resolve the problem between the two of you please refer the matter to the department chair. Additionally, students may also initiate a process for resolving conflicts. The student can pursue multiple levels of resolution. In Level I, the student states their concerns using the Level I form and tries to resolve the matter with the instructor. If the problem remains unresolved the student forwards a completed copy of the Level I form to the Department Chair and discusses Level II proceedings. Instructions on the Student Resolution process and related forms are available on the Resources page of the Academic Affairs website.

**Rosters.** As faculty, you play a key role in assisting the college to fulfill state-mandated attendance reporting – which ultimately provides for college funding. The Los Angeles Faculty Guild recognizes this key role and, as a result, included provisions for attendance accounting in the AFT Agreement. According to Article 13 8.f. and 13 8.g, *“All faculty shall maintain accurate records of grades, attendance, and class exclusions in accordance with District policy, rules, regulations and procedures”...“permanent rosters, grade report forms, and exclusion rosters shall be given to the appropriate college administrator on or before the due dates established by the College President. The due date for the above mentioned rosters and forms shall not be less than eight (8) calendar days after the rosters and forms are distributed to the faculty. All grade report forms must be turned in no later than five (5) college work days (days the college is open for business) after the last day of the final examination period”*. For more information on rosters and policies, procedures, and directions for completing them, visit the Faculty page of the Academic Affairs website under the LATTC Faculty Resources heading and refer to the following links: (1) Attendance And Grade Roster Instructions and (2) Enrollment And Grade Form Instructions. For additional assistance with rosters consult with your department chair and/or the Registrar.

**Safety Systems.** Fire extinguishers, fire alarms, emergency evacuation, and support materials are available from your department chair or the Vice President of Administrative Services Office (A108, ext. 7040).

**Security, Sheriff's Department** (D150, ext. 3600). If you should encounter a volatile problem in the classroom, injury or accident, or any situation that significantly impedes the learning process, call the Sheriff's Department. For non-emergency situations notify the department at ext. 3600. For emergency situations contact the Sheriff's department at ext. 3611. You may also dial 911, however, dialing 911 will not connect you to the campus Sheriff's department and response time will be longer. Never try to break up a physical confrontation or take verbal threats lightly. Report all suspicious activity to the Sheriff's Department.

**Student Code of Conduct.** Our faculty work hard to provide an environment where there is freedom to learn. To promote this educational opportunity, the District has adopted 20 "Standards of Student Conduct." These standards are commonly printed in the college schedule of classes or the college catalog in the Student Rights and Responsibilities section and they are available on the Academic Affairs website on the Resources page. Violations of these rules include interference with classes, abuse of an instructor, dishonesty, disruption of classes, willful disobedience, and other inappropriate behavior. When a student demonstrates unacceptable behavior that violates the Student Code of Conduct refer to the Handling Disruptive Students and Suspending Students sections of this document.

**Student Unsatisfactory Notices.** Unsatisfactory Notices help document problems or issues with students. Unsatisfactory Notice Forms are available from your department chair and from the Vice President of Student Services located in A 129. Make sure to report specifically and immediately why the student is receiving the notice and include recommendations for improvement. The student has the right to refuse to sign the notice if he/she disagrees with what is written. A signature from the student is not required. Forward the Unsatisfactory Notice to your department chair. The department chair will sign and copy the notice and return the original to the instructor. It is suggested the instructor make a copy for their records. The department chair forwards the notice to the Vice President of Student Services. The notice may be filed in a general folder for future reference in the case of repeat violations and depending on the seriousness of the violation. In more severe cases, the notice will be used to contact the student for further action.

**Substitutions.** In case of illness or other emergencies, instructors should notify their department chair as early as possible and indicate what learning activities should be conducted by a substitute. Substitutes **may only be arranged by the department chair, instructors are not to make arrangements for substitutes** on their own.

**Syllabus.** Instructors are to provide a syllabus to students on the first day of class. In addition, instructors are to provide their department chair with a copy of the course syllabus, for each course taught, by the end of the first week of class. A checklist for developing a comprehensive course syllabus is available on the Faculty page of the Academic Affairs website under the LATTTC Faculty Resources heading. Although faculty may choose which elements to include in a syllabus, this checklist is frequently used in the faculty evaluation process as standard by which syllabi are assessed.

**Suspending Students.** Students may be suspended from the class from 1 to 2 days. To suspend a student, an Unsatisfactory Notice form must be completed (refer to the Student Unsatisfactory Notices section in this document). A copy of the Unsatisfactory Notice is forwarded to the department chair and to the Vice President of Student Services in A129 (ext. 7078). The student must make an appointment with the Vice President of Student Services prior to returning to class. Suspended day/days may not be calculated as an absence for grading purposes. In addition, the student must be allowed to make up assignments, tests, and other class work missed during a suspension.

**Textbooks, Bookstore** (K102, ext. 7210). Every semester/term, a Textbook Requisition form is sent to each instructor scheduled to teach. Return the form to the bookstore by the due dates specified. Return the form even if there is no change in the book or if you will not be ordering a book and specify so.