



DATE: September 1, 2006  
TO: ALL FACULTY AND CHAIRPERSONS  
FROM: Ramon S. Castillo *R.C.*  
Vice President, Student Services  
SUBJECT: Student Discipline

Attached please find copies of the LATTC Student Discipline Guidelines, Unsatisfactory Notice and Standards of Student Conduct for your use.

Please note the following Board Rules:

**91101.11 (b) 5: 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 suspension, the student shall not return to the class from which he or she was removed without the concurrence or the instructor of the class.**

- a. **If the student is suspended for one class meeting, no additional formal disciplinary action is necessary.**
- 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 department/cluster chairperson, who shall forward it to the appropriate instructional administrator, the Chief Instructional Officer and the Chief Student Services Officer.**

**91101.11 (7) (e): The days that a student is suspended may be considered an excused absence provided that the student can make up the required course work while suspended. The instructor of the course shall make that determination.**

In any Incident where there is concern for the welfare of the individuals or college, please immediately contact the Sheriff's Office at extension 3611.

Should you have any concerns or questions regarding any aspects of Student Discipline, please feel free to contact me at extension 7078.

cc: Deputy Diane Dodd, Sheriff's Office

Los Angeles Trade-Technical College  
Student Services

**STUDENT DISCIPLINE GUIDELINES**

Administrator Responsible for Discipline – Ramon S. Castillo, Vice President of Student Services, ext. 7078, Office located in A-129.

Informal Procedure to Follow - Every effort shall be made to resolve the problem informally. No disciplinary action involving disciplinary probation, suspension, suspension of Financial Aid or expulsion shall be taken unless the administrator determines to pursue the matter formally in accordance with board rules.

**However, immediate action is required in situations where the student is threatening or physical violence to others or self, or abusing alcohol or other controlled substances. The sheriff's department should be immediately notified, at ext. 3611. The Disciplinary Administrator and Deputy Dodd will withdraw consent to remain on campus and initiate formal process.**

Formal Process to Follow

1. Notify student verbally to discontinue behavior.
2. If behavior continues, complete and give student Unsatisfactory Notice Form, available from the Department Chair or Student Services Office.
3. If the Instructor wants a student to be suspended from class for up to two class periods, the Department Chair should be notified and an Unsatisfactory Notice Form completed. The instructor may suspend the student for the day of the incident and the following class session.
4. The Department Chair must notify the appropriate Dean of Academic Affairs. A copy of the Unsatisfactory Notice Form must be given to the student, Department Chair, Dean and Vice President of Student Services.
5. Students may be referred to meet with the Vice President of Student Services prior to returning to class, if the instructor deems it necessary.
6. The Vice President of Student Services initiates suspension over 72 hours and expulsions when warranted, with notification to the President.
7. The President and Board of Trustees must approve all expulsions.
8. The Vice President of Student Services, along with the Deputy Sheriff, will meet with the student to notify of the nature and length of the suspension or expulsion, provide disciplinary forms, and discuss the hearing processes, as per board rule 91101.

Type of Student Discipline in Progressive Order

1. Warning – Written or oral notice to the student that continuation or repetition of misconduct may be result in disciplinary action.
2. Reprimand – Written censure for violation of specific regulations.
3. Restitution- Required reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service or compensation for damage.
4. Disciplinary Probation – Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities.
5. Removal by Instructor – An instructor may remove (suspend) a student from class for the day of the incident and the next class meeting.

6. Immediate Suspension – The Vice President of Student Services, or any other college administrator, manager or delegated authority may immediately suspend a student from campus, acting under an emergency to protect lives or property and/or to insure the maintenance of order.
7. Suspension – Temporary exclusion from student status, or other privileges or activities, for a specified period of time, not to exceed ten (10) days. A student may be suspended with a right to a disciplinary hearing up to two semesters or an academic year.
8. Suspension Subject to Reconsideration – The Vice President of Student Services may recommend to the President temporary termination of student status, or the suspension of the student from one or more of the following: 1) classes, 2) activities, 3) services, 4) programs, or 5) specific locations on campus, subject to reconsideration after a specified length of time and with specific grounds for reconsideration.
9. Suspension of Financial Aid – Ineligibility for state financial aid for a predetermined period not to exceed two years, for willfully and knowingly disrupting the orderly operation of the campus.
10. Expulsion – Permanent termination of student status. There is no right of reconsideration of a permanent expulsion at any time. On its own motion, the Board of Trustees may reconsider such actions at any time.

#### Reasons for Disciplinary Actions

Violation of the following Code of Conduct:

- A. Willful Disobedience
- B. Violation of College Rules and Regulations
- C. Dishonesty
- D. Unauthorized Entry
- E. Forgery, Alteration or Misuse of College Documents
- F. Disruption of Classes
- G. Theft of or Damage to Property
- H. Interference with Peace of College
- I. Assault or Battery
- J. Alcohol and/or Drugs Use
- K. Lethal Weapons
- L. Discriminatory Behaviors
- M. Unlawful Assembly
- N. Conspiring to Perform Illegal Acts
- O. Threatening Behavior
- P. Disorderly Conduct
- Q. Theft or Abuse of Computer Resources
- R. Interference with Classes
- S. Interference with Performance of Duties of Employees
- T. Assault or Abuse of an Instructor
- U. Unsafe Conduct Related to Safety Regulations

**Los Angeles Community College District**  
**Board Rule Chapter IX, Article VIII**  
**Standards of Student Conduct on Campus**

- 9803.10 WILLFUL DISOBEDIENCE. Willful disobedience to directions of college officials acting in the performance of their duties.
- 9803.11 VIOLATION OF COLLEGE RULES AND REGULATIONS. 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.
- 9803.12 DISHONESTY. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
- 9803.13 UNAUTHORIZED ENTRY. Unauthorized entry to or use of the college facilities.
- 9803.14 COLLEGE DOCUMENTS. Forgery, alteration or misuse of college documents, records or identification.
- 9803.15 DISRUPTION OF CLASSES OR COLLEGE ACTIVITIES. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
- 9803.16 THEFT OF OR DAMAGE TO PROPERTY. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
- 9803.17 INTERFERENCE WITH PEACE OF COLLEGE. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to 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.
- 9803.18 ASSAULT OR BATTERY. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engage in authorized activities.
- 9803.19 ALCOHOL AND DRUGS. Any possession of controlled substance which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230, or any use of controlled substances the 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 or while participating in any District or college-sponsored function or field trip. "Controlled Substances," as used in this section, include but are not limited to the following drugs and narcotics:
- a. opiates, opium and opium derivates
  - b. mescaline
  - c. hallucinogenic substances

- d. peyote
- e. marijuana
- f. stimulants and depressants
- g. cocaine

- 9803.20 LETHAL WEAPONS. Possession, while on a campus or at a college-sponsored function, of any objects that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
- 9803.21 DISCRIMINATORY BEHAVIOR. Behavior while on a college campus or at a college-sponsored function, inconsistent with the Districts non-discrimination policy, which requires that all programs and activities of Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.
- 9803.22 UNLAWFUL ASSEMBLY. 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.
- 9803.23 CONSPIRING TO PERFORM ILLEGAL ACTS. Any agreement between two or more persons to perform illegal acts.
- 9803.24 THREATENING BEHAVIOR. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
- 9803.25 DISORDERLY CONDUCT. Conduct which may be disorderly includes; lewd or incident attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.
- 9803.26 THEFT OR ABUSE OF COMPUTER. Theft or abuse of computer resources including but not limited:
- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
  - e. Use of unlicensed software.
  - f. Unauthorized copying of software.
  - g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.

- h. Use of computing facilities to interfere with the regular operation of the college or district computing system.

- 9803.27 PERFORMANCE OF AN ILLEGAL ACT. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event which is prohibited by local, State, or Federal law.
- 9804 INTERFERENCE WITH CLASSES. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any students or teacher seeking to attend or instructs 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 in a county jail not exceeding one year, or by both such fines and 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.
- 9805 INTERFERENCE WITH PERFORMANCE OF DUTIES OF EMPLOYEES. Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.
- 9805.10 ASSAULT OR ABUSE OF AN INSTRUCTOR. Assault or abuse of 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.
- 9806 UNSAFE CONDUCT. Conduct which poses a threat of harm to the individual and/or others. This includes, but is not limited to, the following types of conduct in connection with Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety directions of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

# Los Angeles Trade-Technical College

## UNSATISFACTORY NOTICE

Please complete this form whenever you take action against a student for violation of the Standards of Student Conduct and forward to Ramon S. Castillo, Vice President of Student Services in A-129. 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.

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student I.D. Number

\_\_\_\_\_  
Course

\_\_\_\_\_  
Section #

List the Code Sections under Chapter IX, Article VIII, which were violated (see attached sheets). Explain below the facts and details to substantiate this unsatisfactory notice.

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

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's Name (Print)

\_\_\_\_\_  
Instructors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
Department Head's Name (print)

\_\_\_\_\_  
Department Head's Signature

**Without admitting guilt, I acknowledge receipt of this Unsatisfactory Notice.**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Note to faculty, staff and administrators make one copy of this form for the following: Student, Department Head, Academic Dean and Student Services Vice President.**