



## STUDENT DISCIPLINE NEWS – FALL 2011

### STUDENT DISCIPLINE BOOT CAMP GOES ETUDES!

The "NEW" online Boot Camp has arrived just in time for the Fall 2011 semester! Any faculty member can enter as a "guest" 24/7 to interact with colleagues by post or live chat, receive quick replies from Dr. Annie G. Reed (the designated college disciplinarian) or "check out" our growing collection of faculty resources. All guests sign in as LAVC FACULTY so posts are anonymous. The **Boot Camp** is highly interactive with new topics posted often - **and** - interesting guest speakers will join in throughout the semester. Faculty is also able to earn **1 hour of Flex Credit** through the college's *Professional Development Department* so please contact Deborah Kaye (Kayedr@lavc.edu) for more details.

For additional online assistance please go to *For Faculty and Staff/Faculty Resources* on the college website where faculty can access the Fall 2011 *Student Discipline & Complaint Worksheet*, the *Notice of Charges (SD5)* form and the *LACCD Board Rules for Student Discipline*. *Please note that it is important to document all incidents of bad student behavior for our records – and – for the faculty who follow you.*



### TIPS TO PREVENTING DISCIPLINE PROBLEMS

- ✓ Establish boundaries by stating clear behavioral expectations and "House Rules" on your course syllabus.
- ✓ Deal with rudeness privately and calmly and attempt informal, non-public resolutions whenever possible. When you must confront behavior publicly, separate the person from the behavior and calmly confront the student.
- ✓ When giving a student a one (1) session suspension, it is good practice to document what happened by emailing the chronology of events to your department chair and to Dr. Annie G. Reed. The LACCD Board Rules require that all two (2) session teacher-initiated suspensions must be communicated, in writing, to the respective department chair and to the college disciplinarian. Complete the *Student Discipline & Complaint Worksheet* and *Notice of Charges (SD5)* and forward to Dr. Annie G. Reed, Associate Dean Student Services. We will handle the matter from there.
- ✓ In the event of a serious disruption, we highly recommend contacting the Campus Sheriff so an incident report can be written. We receive all incident reports of this nature.
- ✓ Because the burden of proving Code of Student Conduct charges is on the college, please retain any evidence relating to the charge(s). This is crucial in terms of informal/formal hearings which can rise to the level of a hearing before the LACCD Board of Trustees.



### PLEASE HELP US DOCUMENT UNACCEPTABLE STUDENT CONDUCT

Because LAVC is dedicated to maintaining an optimal learning environment for students (LACCD Board Rule 9803) we strongly encourage all faculty members to file Complaints when students violate the Student Code of Conduct. *For student discipline or grade grievance matters please contact Dr. Annie G. Reed at her private and confidential phone number (818) 947-2320 or email her at [goldmaa@lavc.edu](mailto:goldmaa@lavc.edu).*

**THANK YOU** Los Angeles Valley College Faculty for your assistance!

*Dr. Annie G. Reed, Associate Dean Student Services*