

Dealing With Difficult Students

Student Discipline -
Easy to follow instructions

**Board Policies 5510 and
5520**

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Administrative Procedure 5510

(Calif. Ed. Code, Section 66300)

- **STUDENT CODE OF CONDUCT**

PROHIBITS

- Disruptive behavior
- Defiance of authority
- Any threat of force or violence
- Controlled substances, weapons, violence
- Academic dishonesty including falsification/ plagiarism/ cheating
- Theft

What Can I Do?

- **AR 5520 – DISCIPLINARY PROCEDURES**

1. Use your syllabus to inform student of behavioral expectations/ consequences by reference to:
 - a) Online Student Handbook:
<http://www.deanza.edu/studenthandbook/academic-integrity.html>
 - a) Copy Administrative Policies 5510 and 5520
2. Make referrals
3. “If the conduct occurred in the classroom, **the instructor may remove the student** from his or her class for that day and the next class meeting if the student interfered with the instructional process.” (AP 5520)

We are here to help!

WE ARE HERE FOR YOU!

- **EXTREME OR POTENTIALLY DANGEROUS BEHAVIOR-**
Immediately contact campus police at extension 5555 or to use cell phone dial (408)924-8000 (add to speed dial)
- **PUT IT IN WRITING – You** complete the Confidential Disruptive Behavior Referral report form and encourage part-time faculty and classified staff to also complete the form. If Campus Police are involved they will also complete and send a report.
- **SUBMIT-** The confidential Disruptive Behavior Referral Form immediately to the Office of Student Development, copy your Dean/Director & Campus Police

If it is not in writing and sent to the us... it did not happen!

WE ARE HERE FOR YOU

- **Range of disciplinary actions**

1. Student Record Holds: used to insure students meets with the Discipline Officer and prevent student from enrolling or accessing records.
2. Written reprimand
3. Disciplinary Probation becomes part of the student file for a minimum of 5 years.
4. Recommendation for suspension (Hearing Panel required)
5. Recommendation for expulsion (Hearing Panel required)
6. Disciplinary Hearing Panel recommendation to President
7. Suspension / Expulsion action

DISCIPLINARY HEARING PANEL

- **WHO:** 1-2 impartial College **faculty members**); 1 impartial College **administrator**; in some cases an attorney (representing the College if the student is being represented by an attorney)
- **WHAT:** Panel is to ascertain facts & make a **recommendation** to the President.
- **HOW:** Dean Of Student Development and/or Discipline Officer provide panel with
 1. assistance with procedural format
 2. a very simple **script** for conducting the hearing
 3. Documentation pertaining to case
- **NEED:** **Academic Senate** to select at 2- 3 faculty members willing to serve (if necessary) on a Disciplinary Hearing Panel.

WHEN THINGS GET REALLY BAD

- **Suspension** is the exclusion from student status, or the exclusion of other privileges or activities for a **specified period of time** and requires a disciplinary panel hearing. (May include removal from one or more classes or removal from all classes and activities.)
- **Expulsion** is **permanent** denial of all college and district privileges; requires a Disciplinary panel hearing, recommendation of the College President and Board of of Trustees approval.

CONTACT US (X8828)

Forms, documents, references available:

De Anza College web pages

- Student Development Division Office
- Office of the VP of Student Services
- Office of College Life
- De Anza College web pages

Questions: Call Michele LeBleu-Burns, Sylvia Rueda or John Cognition
(leave good times & numbers to return your call)

Email: lebleumichele@deanza.edu, ruedasyllvia@deanza.edu, cognettajohn@deanza.edu

Emergency or threatening situation call Campus Police (X5555)

and to call Campus Police on your cell phone add (408) 924-8000 to speed dial.