<table>
<thead>
<tr>
<th>Student Behavior</th>
<th>Instructor</th>
<th>Counselor</th>
<th>Administration</th>
</tr>
</thead>
</table>
| **Level 1 - Minor infraction in classroom** | 1. Verbal warning  
2. Review classroom code of conduct | First time - No action taken | First time – No action taken |
| Disruptive (non-threatening) behavior  
Excessive talking or loud talking  
Not following directions/classroom procedures  
Taking excessive breaks/loitering  
No progress after 2 weeks  
Inappropriate use of computer  
Use of cell phone, texting, MP3, etc.  
Inappropriate dress (sunglasses, hood)  
Sleeping in class  
Leaving campus  
Smoking on campus | | |
| **Level 2** | | | |
| **Level 1 – 2nd time** | 1. Fill out referral form  
2. Refer student to counselor. | 1. Written reprimand (copy to student and note in student log)  
2. Review and sign District Conduct Code  
Other options may include:  
- Develop a weekly meeting schedule to monitor progress  
- Modify work environment (i.e. cubicle) | At the administrator’s discretion, the student may be removed from class up to 10 days.  
Any period of removal from class of more than 10 days, or expulsion, must be accompanied by a due process hearing (see Board Policy BP5201). |
| Falsifying attendance record  
Copying the work of others  
Providing others with answers  
Removing classroom materials/supplies  
Dishonesty, lying, giving false information | | |
| **Level 3** | 1. Escort student to counseling.  
2. Fill out referral form before the end of class.  
3. Take referral form to counseling office. | 1. Written reprimand (copy to student and note in student log)  
2. One-day removal from class (remainder of day and the next class meeting).  
3. Student must meet with a counselor to return to class. | |
| **Level 2 – 2nd time** | | | |
| Cheating on exam  
Disrespectful to staff, faculty or others  
Insubordinate behavior  
Obscene or offensive language or behavior | | |
| **Level 4 - URGENT** | | | |
| Violence, or threat of violence to self or others  
Possession of drugs or alcohol  
Under the influence of drugs or alcohol  
Defacing school property (Student Code of Conduct, SCC 2008-09 catalog, p. 25-26) | Contact campus security:  
- Radio channel 2 | Security is to be called in a case of verbal or physical assault by a student. Security will accompany the student to administration for further action. | |

10/7/2008
Student Disciplinary Guideline