

LOS ANGELES CITY COLLEGE STUDENT CONDUCT FORM

Please complete this form whenever you take action against a student for violating the Standards of Student Conduct. Please send it to your department chair/supervisor and Dean Juan Alvarez (alvarejf@laccd.edu) This form will be filed in a general folder for reference in the case of repeat violations. The student may receive notification of alleged violations or be contacted to make an appointment with the college disciplinarian.

Student's Name: _____ Date _____ Time _____

Student ID # _____ Program/Service _____ Location _____

Course # _____ Section # _____ Who is the Area Dean? _____

Incident Summary - See other side of this form to refer to specific standards that you believe were violated. Explain below the facts and details substantiating this charge.

Indicate action taken: ☐ Warning: ☐ Verbal ☐ Written
 ☐ Suspended from class/activity in progress
 ☐ Suspended from class/activity in progress and next class/activity

Sheriff's report filed? ☐ Yes ☐ No

Referred to Student Health Center for counseling? ☐ Yes ☐ No

Instructor's Name (Print)

Instructor's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

LACC STUDENT CONDUCT FORM – STUDENT NOTIFICATION

You are charged with violation(s) of the Standards of Student Conduct. The Standards are listed in the Student Handbook, the Class Schedule and the College Catalog. You can see the Board Policy 5500 on [the Los Angeles Community College District's website](#)

You have been issued a warning or suspended from a college class, program, or activity for 1 - 2 days. This will be reported to the College Disciplinarian, Dean of Student Services. This violation or another violation of the Code of Conduct may lead to more severe discipline which will become a part of your college record.

STANDARDS OF STUDENT CONDUCT

5500.1 Willful Disobedience. Willful disobedience to directions of college officials acting in the performance of their duties.

5500.2 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.

5500.3 Dishonesty. Dishonesty, such as cheating, or knowingly furnishing false information to colleges.

5500.4 Unauthorized Entry. Unauthorized entry to or use of the college facilities.

5500.5 College Documents. Forgery, alteration, or misuse of college documents, records or identification.

5500.6 Disruption of Classes or College Activities. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

5500.7 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.

5500.8 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, 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.

5500.9 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 engaged in authorized activities.

5500.10 Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, 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 derivatives, b) mescaline, c) hallucinogenic substances, d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.

5500.11 Lethal Weapons. Possession, while on a college campus or at a college-sponsored function, of any object 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.

5500.12 Discriminatory Behavior. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

5500.13 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.

5500.14 Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.

5500.15 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.

5500.16 Disorderly Conduct. Conduct which may be considered disorderly includes; lewd or indecent 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.

5500.17 Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to:

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.

5500.18 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.

5500.19 Academic Integrity. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

5500.20 Interference with Classes. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceed one year, or by both such fine 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.

5500.21 Interference with Performance of Duties of Employees. Every person who attempts to cause, or causes, any officer or employee of the Los Angeles Community Colleges or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

5500.22 Assault or Abuse of an Instructor. Every parent, guardian, or other person who assaults or abuses 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 is guilty of a misdemeanor.

5500.23 Unsafe Conduct. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a 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.