

4.055 CLASSROOM AND OFFICE DISCIPLINE POLICY

Campus Contact: Vice President, Student Services

POLICY AND PROCEDURE

WAC 132L-120-090 Authority and Responsibility for Discipline.

- (1) The board of trustees acting in accordance with Washington State statute delegates to the President of the College authority to administer disciplinary action. In addition, The board of trustees authorizes the College administration to promulgate rules and provide for sanctions that provide a civil and non-disruptive learning environment.
- (2) Administration of the disciplinary procedure is the responsibility of the chief judicial affairs officer. The chief judicial affairs officer shall serve as the principal investigator and prosecutor for alleged violations of this code. [NOTE: Vice President, Student Services serves as the chief judicial affairs officer unless otherwise delegated.]
- (3) In situations of apparent misconduct or apparent unauthorized presence in a College facility, it may be necessary for properly identified College personnel to ask a person to produce evidence of being a currently enrolled student at the College. Failure to comply with a legitimate request for identification from a properly identified College personnel is a violation of this code and may result in a disciplinary action if the person is found to be a student. In emergency situations, cases of misconduct or where there is a substantial danger to the College community or College property, failure to produce identification by a student may result in the assumption by College personnel that the person questioned is not a student and may result in direct civil or criminal action.
- (4) The instructor is responsible for conduct in the classroom or any course related activity or event and is authorized to take such steps as are necessary when behavior of the student disrupts the normal classroom procedure. Instructors may remove a student for the single class session in which such disruptive behavior occurs. When such behavior results in expulsion from a class session, the instructor must report the infraction in writing to the chief judicial affairs officer at the earliest opportunity. The student is automatically permitted to return to the next class session pending the outcome of any investigation or disciplinary hearings by the chief judicial affairs officer. If the student repeats behavior in any class session that again disrupts the normal classroom procedure, the student may be removed again for that class session by the instructor who shall again report the infraction to the chief judicial affairs officer in writing. In all cases involving classroom disruption, the chief judicial affairs officer will proceed with the investigation and/or disciplinary hearings in the quickest possible time consistent with the procedural requirements established in this code.
- (5) The person in charge of any College office, department, or facility is responsible for conduct in that office, department or facility and is authorized to take such steps as are necessary when behavior of the student disrupts the normal office procedure. The person in charge may remove a student for the single day in which such disruptive behavior occurs. When such behavior results in expulsion from an office, department, or facility, the person in charge must report the infraction in writing to the chief judicial affairs officer at the earliest opportunity. The student is automatically permitted to return the next day pending the outcome of any investigation or disciplinary hearings by the chief judicial affairs officer. If the student repeats behavior at any time in the future that again disrupts the normal office procedure, the student may be removed again for a single day by the person in charge who shall again report the infraction to the chief judicial affairs officer in writing. In all cases involving office disruption, the chief judicial affairs officer will proceed with the investigation and/or disciplinary hearings in the quickest possible time consistent with the procedural requirements established in this code.