



Disruptive Classroom Behavior INSTRUCTOR WARNING LETTER

Date _____

Dear _____,

I have spoken to you several times about your behavior in my classroom.

Class name and CID#: _____

Your behavior, as outlined below, has caused a disruption to the learning environment by distracting the students and myself.

Description of Behavior: _____

This letter serves as a warning that your behavior is unacceptable for a college classroom and violates the Standards of Conduct established by Citrus College Board Policy 5500 (see attached copy). In addition to conforming to the Standards of Conduct, I expect you to treat me and your classmates with the same courtesy and respect that you would like to be given. If you are disruptive again and continue to violate the Standards of Conduct, I will suspend you from my class for two class periods. I will also report the matter to my division dean and to the dean of students, for possible disciplinary action per Administrative Procedure 5520, which may include a reprimand, probation, suspension, or expulsion.

My goal is to maintain a positive learning environment for all students and I hope that you will join me in achieving this goal. Please make plans to meet with me on the day/time listed below so that we can discuss how your behavior prompted this warning.

Meeting Date/Time: _____

Meeting Location: _____

Sincerely,

Instructor's Typed Name: _____

Instructor's Department: _____

Copy: Division Dean: _____

Dean of Students: _____