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# CLASSROOM MANAGEMENT GUIDE

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- 1 Clearly outline student expectations on first day of class.
  - 2 Provide students with a Classroom Ethics Contract, aligned with Chabot College's Student Code of Conduct, and have each student sign.
  - 3 Address student issues immediately, in private.
  - 4 Follow up on student issues immediately. If warranted, remind the class of intolerable behavior & review student code of conduct (Chabot College Catalog pg. 67).
  - 5 Always maintain a professional demeanor while teaching in the classroom.
  - 6 Refrain from jokes & 'name' calling that could be offensive (be sensitive to diverse & gender populations).
  - 7 Enforce student code of conduct at all times.
  - 8 If student issues persist, refer student to the Dean's office and provide the Dean with background information relating to the incident.
  - 9 Document all student issues/complaints.
  - 10 Model appropriate behavior to set the learning environment climate.
  - 11 Follow your syllabus so students know what to expect to learn at the end of each session. Write session objectives on the board.
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## CLASSROOM ETHICS CONTRACT (SAMPLE)

1. I RECEIVED, READ, AND UNDERSTAND THE DEPARTMENT GENERAL SYLLABUS FOR THIS COURSE, INCLUDING THE ATTENDANCE POLICY.
2. I UNDERSTAND FAILURE TO SIGN AN ATTENDANCE SHEET AT THE APPROPRIATE TIME AND DATE RESULTS IN ME BEING MARKED ABSENT.
3. I VERIFY THAT MY PROFESSOR HAS REQUESTED THAT I MEET WITH HIM/HER FIRST SHOULD I HAVE ANY CONCERNS ABOUT THE CONDUCT OF THE COURSE. IF THAT MEETING DOES NOT RESOLVE THE CONCERNS, THEN MY PROFESSOR WILL RECOMMEND I MEET WITH THE DEPARTMENT'S COORDINATOR OR DEAN.
4. I UNDERSTAND THAT MY PROFESSOR EXPECTS RESPECT FROM EVERYONE IN THE CLASSROOM AT ALL TIMES. THIS INCLUDES RULES ABOUT SLEEPING, INAPPROPRIATE TALKING, RUDENESS, DOING HOMEWORK, ANSWERING CELL PHONES, AND ANY DISRUPTIVE BEHAVIOR AS DEFINED BY THE CHABOT COLLEGE STUDENT CODE OF CONDUCT.
5. I UNDERSTAND IT IS MY RESPONSIBILITY TO COMPLETE ALL ASSIGNMENTS ON TIME AND THAT THERE ARE PENALTIES FOR LATE ASSIGNMENTS (IF ALLOWED) AT EACH PROFESSOR'S DISCRETION.
6. I AGREE THAT IF I DON'T UNDERSTAND AN ASSIGNMENT IT IS MY RESPONSIBILITY TO ASK FOR CLARIFICATION.
7. I UNDERSTAND MY PROFESSOR'S POLICY ABOUT BEING TARDY AND THE CONSEQUENCES OF NOT FOLLOWING HIS/HER POLICY.
8. I UNDERSTAND THAT SHOULD I MISS CLASS IT IS MY RESPONSIBILITY TO GET ANY HANDOUTS, ETC.
9. I UNDERSTAND IT IS MY RESPONSIBILITY TO CHECK MY E-MAIL DAILY OR WEEKLY DEPENDING ON MY PROFESSOR'S GUIDELINES.
10. I UNDERSTAND IT IS MY RESPONSIBILITY TO FOLLOW DIRECTIONS AND THAT FAILURE TO DO SO WILL RESULT IN A LOSS OF POINTS.
11. I UNDERSTAND IT IS MY RESPONSIBILITY TO READ AND FOLLOW THE ELECTRONIC COMMUNICATIONS POLICY.
12. I UNDERSTAND I SHOULD NOT ENTER THE CLASSROOM DURING A STUDENT SPEECH. I SHOULD WAIT TO HEAR APPLAUSE AND THEN ENTER.
13. I UNDERSTAND THAT PLAGIARISM OF ANY KIND WILL NOT BE TOLERATED AND MAY RESULT IN RECEIVING A ZERO (0) FOR THE ASSIGNMENT/EXAM, WITHDRAWAL FROM THE COURSE, OR SUSPENSION FROM THE COLLEGE AS DEEMED BY THE APPROPROATE ADMINISTRATOR.
14. I UNDERSTAND THAT CELL PHONES MUST BE TURNED OFF OR TURNED TO VIBRATE DURING CLASS AND THAT EACH PROFESSOR MAY, AT HIS/HER DISCRETION, ENFORCE A CONSEQUENCE FOR ANY CELL PHONE RINGING OR TEXT MESSAGING DURING CLASS.
15. I UNDERSTAND THAT IPODS AND/OR MP3 PLAYERS MUST BE TURNED OFF DURING CLASS AND THAT EACH PROFESSOR MAY, AT HIS/HER DISCRETION, ENFORCE A CONSEQUENCE FOR ANY MUSIC BEING PLAYED DURING CLASS.
16. I READ, UNDERSTAND, AND AGREE TO ABIDE BY THE STUDENT CODE OF CONDUCT.
17. I UNDERSTAND THAT EACH PROFESSOR MAY ADD ADDITIONAL RULES IN WRITING TO THIS DEPARTMENTAL DOCUMENT.
18. I UNDERSTAND THAT FAILURE TO SIGN THIS DOCUMENT DOES NOT EXCLUDE ME FROM ITS REQUIREMENTS.

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STUDENT NAME (PRINT)

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INSTRUCTOR

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CLASS & TERM:

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STUDENT SIGNATURE

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DATE

# Rules for Student Conduct

*(Pages 67 of the Chabot College Catalogue, 2014-2016)*

A college student may be expelled, suspended, placed on probation or given a lesser sanction for good cause and in accordance with procedures consistent with due process. Good cause includes, but is not limited to, one or more of the following behaviors which must be related to college activity or attendance:

1. Cheating or plagiarism in connection with a college academic program.
2. Forgery, alteration or misuse of college documents, records, or identification or knowingly furnished false information to a college representative in connection with the performance of official duties.
3. Misrepresentation of oneself or of an organization as an agent of the college/district.
4. Obstruction or disruption, on or off campus property, of the college educational process, administrative process, or other college or district function or operation.
5. Physical abuse on or off college property of the person or property of any member of the college community or of members of his or her family or the threat of such physical abuse.
6. Theft of, or non-accidental damage to, college property, or property in the possession of, or owned by, a member of the college community.
7. Unauthorized entry into, unauthorized use of or misuse of college property.
8. On college property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes.
9. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function.
10. Engaging in lewd, indecent, or obscene behavior on college property or at a college function.
11. Abusive behavior directed toward, or hazing of a member of the college community.
12. Violation of any order of the District Chancellor, College President or designee or notice of which had been given prior to such violation and during the academic term in which the violation occurs. This includes notice by publication in the college newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.
13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other sanction pursuant to this article.
14. Harassment, including sexual harassment, in violation of state or federal law.
15. Discrimination based on race, color, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation, and/or Vietnam era or special disabled veteran status.
16. Commission of a computer-related crime.
17. Use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic accommodations to students with disabilities.
18. Persistent misconduct where other means of correction have failed to bring about proper conduct.
19. Violation of college/district parking and traffic regulations.
20. Formation of/or membership in secret organizations.
21. Violation of the district/college policy related to time, place and manner of expression.
22. Obstruction or disruption of administrations disciplinary procedures, or other college activities, including its community service activity.
23. Obstruction or disruption of teaching. Interface with the course of instruction to the detriment of other students, including but not limited to entering the classroom after the class has started and disrupting the lecture or class activities including verbal outbursts that disrupt the instructor's lesson. Failure to comply with the instruction or directives of the course instructor.

24. Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech.
25. Obtaining a copy of an examination or assignment prior to its approved release by the instructor. Selling or distributing course lecture notes, handouts, examinations or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
26. Unauthorized entry to or use of college facilities, including the possession or duplication of keys to any College/District premises, or unauthorized use of public address systems.
27. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose. Unauthorized use of another individual's identification and password. Unauthorized use of phone or electronic devices such as radios, etc. Use of computing facilities to interfere with the work of another student, faculty member or college official. Use of computing facilities to send obscene or abusive messages. Use of computing facilities to interfere with normal operation of the college computing systems. Unauthorized use of the internet. Use of laser pointers anywhere on the college grounds that would cause a disruption of instruction or services, or create a hazard to any individual.
28. Failure to present registration/identification card when requested to do so by College Official or other authorized persons.
29. Failure to comply with directions of College Officials acting in the performance of their duties.