

**CITRUS COMMUNITY COLLEGE
DISRUPTIVE CLASSROOM BEHAVIOR
INSTRUCTOR WARNING LETTER**

Date:_____

Dear **(Student Name)**,

ID:_____

I have spoken to you several times about your behavior in your **(course/class #)**. You have been disruptive to the rest of the students and myself when you **(describe behavior, for example: excessive talking, inappropriate comments, excessive texting etc.)**.

This letter serves as a courtesy warning that your behavior is inappropriate for a college classroom, unacceptable and violates the Standards of Conduct established by the Citrus College Board Policy BP-5500 (see attached copy). In addition to conforming to the Standards of Conduct, I expect you to treat me and your fellow students 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 officially suspend you from my class for two class periods. Upon doing so, I will report the matter to the **(Division Dean)** of **(Department Name)** and the Dean of Students, Dr. Martha McDonald, for further review and possible additional action including, AP-5520, reprimand, disciplinary probation, disciplinary suspension, summary suspension, and expulsion.

My goal is to maintain a positive learning environment for all students. I hope you will join me in achieving this goal.

Please see me on **(date/time, for example, Monday, August 19, 2013 at 2pm)** so we can discuss how your behavior prompted this warning.

Sincerely,

(Instructor's Signature)
(Instructor's Name)
(Instructor's Department)

Cc: **(Division Dean, Department Name)**
Dr. Martha McDonald, Dean of Students