



## Disruptive Classroom Behavior INSTRUCTOR WARNING LETTER

[Insert date]

Dear [insert name],

I have spoken to you several times about your behavior in [enter class name and CCID].

Your behavior has caused a disruption to the learning environment by distracting the students and myself when you **[Describe behavior. For example, talk excessively, make inappropriate comments, continue texting during class despite several warnings, etc.]**.

This letter serves as a warning that your behavior is inappropriate for a college classroom, unacceptable, 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. Upon doing so, I will report the matter to **[insert name of Dean]** the Dean of **[Division Name]** and to the Dean of Students, Dr. Maryann Tolano-Leveque, for possible disciplinary action as per Administrative Procedure 5520, which may include a reprimand, disciplinary probation, disciplinary suspension, summary suspension, or 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 **[insert date/time. For example, Monday, August 19, 2016 at 2 p.m.]** so we can discuss how your behavior prompted this warning.

Sincerely,

(Instructor's Signature)  
(Instructor's typed name)  
(Instructor's Department)

Copy: (Division Dean)  
Dr. Maryann Tolano-Leveque, Dean of Students