Guidelines for Observations

Welcome to the Mt. San Antonio College Child Development Center. We are pleased that you have chosen to visit our center and are excited to show you our program. Remember that our program will be in operation during your visit so please respect the work of the children and teachers by following the guidelines below.

1. Backpacks, purses, or electronics are not allowed in the classroom environment. A limited number of lockers are available for temporary storage. The Child Development Center is not responsible for lost or stolen personal property.

2. Check-in at the front desk 15 minutes prior to appointment. Be ready to present your Student I.D., TB Test Results and Class Verification Form.

3. Turn off cell phones during observations. No texting or calls in the Center.

4. Do not bring food, drinks, or gum into the classroom.

5. Be familiar with the assignment before you arrive. We do not have designated spaces in the classrooms to spread out notebooks, textbooks, etc.

6. If you do not understand the assignment, speak with your professor. The classroom staff’s main focus and responsibility is the care and instruction of the children. Classroom staff may not be available to help you with your assignment.

7. Do not discuss children’s behavior with staff, parents, or other students. All observations are to be kept confidential.

8. Please sit on the chairs provided, not on sofas, children’s furniture, tables, or counters. Choose a location that allows you to see and hear the children, but do not sit too close or stand over them. It may make them feel uncomfortable and inhibit their play.

9. If you observe a child engaged in harmful, unsafe, or inappropriate behavior, notify the Center staff immediately. Intervene only if a child is in immediate danger. Otherwise, do not interfere with children’s play. Avoid sitting with other students and chatting.

10. Students may not be left alone with children for any reason nor are they allowed in any classroom alone.

11. Keep in mind, you are visiting our classroom in order to complete your assignment. Be considerate of the classroom environment, children, and staff. If you have questions concerning our program, please speak with a lead teacher at a convenient time.

Thank you for your cooperation and enjoy your visit.
Mt. San Antonio College

Standards of Conduct

Extracted from Board Policy Section 5500
References:
   Education Code Section 66300; Accreditation Standard II.A.7.b

The College President/CEO shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the College President/CEO for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Committing or attempting to commit robbery or extortion.

5. Causing or attempting to cause damage to College property or to private property on campus.

6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.

9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.

10. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.

12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.

14. Unauthorized entry upon or use of College facilities.

15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.

16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.

19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.

20. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures. Previous section adopted 6/23/04.