

# Student Rights and Responsibilities

All students have the right to a campus learning environment free from interference or disruption. Students are expected to adhere to all policies and procedures of the district as well as all federal, state and local laws.

## Student Code of Conduct

Students are subject to charges of misconduct and removal for violation of the Student Code of Conduct including, but not limited to the following acts:

- Academic misconduct or dishonesty; cheating.
- Forgery, alteration, falsification or misuse of campus/district documents.
- Theft or damage to district property.
- The physical or verbal disruption of instructional or student activities.
- The physical, verbal or written intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of creating an intimidating, hostile or offensive educational environment.
- Any expression which is obscene, libelous or slanderous.
- Physical altercation or threats of violence including assault, or battery upon a student or district personnel on district premises.
- Unlawful conduct of a sexual nature.
- Possession of weapons, explosives, or objects which may be used as weapons or to threaten bodily harm.
- Failure to comply with directions of staff members of the district who are acting within the scope of their employment.
- Use, possession, distribution, or sale of alcoholic beverages on campus.
- Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs is prohibited on district premises.



*Reference: Board of Trustees Policy BP 3100, Student Rights, Responsibilities and Administrative Due Process (available in the Student Affairs Office and online at [www.sdce.edu](http://www.sdce.edu)).*

**SAN DIEGO  
CONTINUING  
EDUCATION**

*August 2014 - District Student Services*



## Class Etiquette – 2016-2017

As a courtesy to other students and instructors:  
Read & Observe Joan McKenna's Classroom Etiquette.

### Classroom Behavior

1. Civilized, pleasant, and cooperative behavior is expected during class. Any disruptive or hazardous behavior will NOT be tolerated. Notification will be made through a personal conference or official notification from the school. It is prohibited to use cell phones, beepers, cassette players, radios, a Walkman, etc., while in class. This disturbs the learning. Take it outside the classroom.
2. **Teachable Moments:** To insure that you get the help you need: Please put your name on the whiteboard, in descending order under the word: *Help*. This is the fairest way to get help. It is also a good idea to add the topic that you need help with. In this way, those students who are afraid to ask the same question, can come over and hear my answer(s) to you. Interrupting while the instructor is helping another student(s) is not courteous. **Wait your turn.** After you are helped, your name will be erased from the white board. If you need more help, write your name on the board again, in descending order.
3. Individuals that want to hold private conversations with other students, talk on their phone, listen to their MP3 or iPod player, need to take the conversation outside the classroom so that it will NOT disrupt the learning of other students. You also need the instructor's permission to record (video or audio) the any lessons or conversations. The instructor will STOP class and ask you to continue outside the classroom.
4. Students with disabilities deserve the same respect as everyone else. Have courtesy for students with disabilities. It is their stories to tell and it is a private matter.
5. Faculty members will assign seats when deemed necessary.
6. Respect the rights of other students, faculty, staff, tutors and their positions. During lectures and discussions DO NOT ask for or OFFER personal assistance. There will be NO SEWING MACHINE USAGE during lectures, demos, and discussions unless specifically directed to do so by the instructor.
7. Be prepared to work in class. Do the homework necessary for the class at home, BEFORE coming to class. Bring your projects, sewing supplies, notions, notes, pens, text, etc., to each class. **The instructor can NOT be relied upon to supply you with anything.**
8. Be prepared to be an active participant in class discussions and lectures. Take notes in class. Jot down what you are learning. This will prove that learning is accumulative.

9. If you miss a class or a handout, you need to obtain "hard" copies from a classmate. Many times, the instructor gives handouts electronically. ALWAYS carry your **4 Gig** USB with you.
10. If you come late, or leave early, or miss a class, do not expect the instructor to back track and teach you what you missed. There is no time for me to repeat anything. See your fellow student.
11. No strong perfumes, cologne, toilette waters, etc. will be tolerated in this classroom. I have students that have a perfume sensitivity which triggers Asthma. Let's **ALL** be considerate of this.
12. Closed toe shoes are **required** in my classroom(s) at all times. This is a safety issue. You will be asked to leave the classroom and get closed toe shoes. If you recently have had foot or toe surgery, I will make an exception. Come talk to me. The apparel industry and sewing classrooms are notorious for accidents. (Yes, I have pictures of accidents.) It is a good idea to carry closed toe shoes in your car.
13. A student cannot come into another instructor's classroom to use the machines, and other equipment without the **expressed permission of the instructor**. IF a student is given permission, the student **MUST** obey the rules of the current teaching instructor. Telling me, so and so lets me do this, is just not going to be accepted.
14. There are usually open tables in the classroom. Don't sit at the teacher's table(s) and make yourself at home, unless there are no other places to sit. This instructor has a tendency to spread out. I usually have enough things to use both tables.
15. Due to the size of Room 209, layouts and cutting are done on the carpet outside the classroom when there are many students. It is a good idea to get your layout approved by the instructor and then go home and cut on a table. I do not want anyone straining their back. I have great ergonomic handouts for your USB.
16. It is a very good idea to label all your personal tools and supplies. Colored ribbon is a good visual queue but a name permanently inscribed is strongly advised. This insures that if something is left behind, it can be returned to the proper owner. This should be done before the item is brought to class. There will be no joking around concerning other student's supplies. This is just not nice for the student.
17. There are 12 industrial sewing machines in room 209. You may **ONLY** use them, if you have a Certificate of Training on file in the classroom **AND** this instructor is teaching on the industrials in that particular course.

## **Housekeeping**

18. At the beginning of class, there are always little things that need to be done. Sometimes, it is getting water for the irons. It is helpful, if you ask what you can do.
19. You **MUST** clean up your workstation and the floor before leaving the classroom. It does **NOT** matter if you leave class early, on time, or late. The school's sewing machines **MUST BE PROPERLY** carried in their cases & put away exactly as you found them in their properly marked spot. (The shelves are marked.) Cleanup time is 15 minutes before the class ends. **Leaving early is no excuse for NOT cleaning up.**

20. If you sign out one of the school's sewing machine you are required to put it away. If you let someone else use it, the rule is: The LAST person to use the machine HAS TO put it away when the class closes for the night.

21. Changing a light bulb on a sewing machine can be a trauma. So turn off your sewing machine lights when you walk away from the machine. In this way, the light will last longer and the machine will be turned off so that someone (something) can't accidentally run the machine.

22. The classroom has a tendency to get cold at night. Dress accordingly in layers. Once I pin it down, as to which days are the coldest, I will call facilities and TRY to get this handled. Last week, Thursday night was cold.

## **Student Expectations**

23. District policy requires complete confidentiality of student information and records. Before we can release any information about you to anyone, you must sign a *Release of Information* form from the office.

24. Students are expected to be in class on time and to remain in class for the full scheduled period. Please let the instructor know if you must miss a class in advance or cannot arrive on time. An email is great for this.

25. Students are expected to be honest and ethical at all times in the pursuit of academic goals.

26. The CAVs (Class Attendance Verification Sign-In Form) is a legal document. You must sign in the time you come and the time you think you are leaving. If you do not sign in, your class hours are not counted for this day. This can be accumulative, and may affect your grade. There would be no legal documentation that you attended class. AND there is no way for you to make up any class hours. Come to class.

27. Unless stated otherwise in class: **80%** student attendance AND **completed** project(s) are required for a Certificate of Completion in each course that offers one. Make sure you sign in and out of every class, on the Class Attendance Verification Form (CAV). This is your **ONLY** form of proof that you attended the class.

28. There will always be attendance requirements that are specific to your class or program. These requirements will be found in the class syllabus. Students should direct questions regarding class attendance to the instructor at the time they enroll in the class. Non-fee classes may be closed when student attendance falls below a required level. Students are urged to be in regular attendance and to assume, through regular attendance, the responsibility for keeping the class in session.

29. We are no longer giving **CLASS** Certificates of Completion. We give out **Program** Completion Certificates. To receive your **Program** Completion Certificate, you must satisfactorily complete all the courses necessary for the certificate. You can verify this, by requesting a transcript from the registrar in the office. Our Fashion Program Counselor, Denise Munoz, can then start the process. Denise lives at West City Center. You will be eligible to walk in our Graduation Ceremony which is usually at the end of May.

## TLC for the School's Machines

30. **TLC for the School's Machines:** There is a wide assortment of home sewing machines, tucked away in the stockroom: Room 216. Straight stitch: Bernina & Pfaff. Imagine Sergers plus one Evolve set to a 3 thread cover stitch. We have dedicated Embroidery machines: Decos and one Accent. These machines will be SIGNED OUT to each student, each class period, along with their respective bobbin cases. Ask the instructor where the red SIGN OUT book is kept, if it is NOT next to the Class Attendance Verification Form (CAV). The faculty and other sewing students expect the machines to be returned to room 216 in good working order, to their assigned place, when you are finished using the School's sewing machines.

31. **ALL SIGNED OUT BOBBIN CASES AND EXTRA FEET NEED TO BE RETURNED TO THE INSTRUCTOR AT THE END OF EVERY CLASS. This is why I ask for your car keys. In this way, you will remember to return the bobbin case and extra feet that you signed out.**  
*Forgetting to return the bobbin case means that the sewing machine cannot be used until the bobbin case is brought back to class. Plus, you won't be able to drive home.*

32. **TLC for ALL Sewing Machines:** **ALWAYS carry sewing machines in their carrying cases from underneath (NOT by their handle)** from room 216 to where you are going to set up. We do have a trolley cart, should you choose to use one. If you are going to be bringing in your own machine to use, buy a carrying case or sewing machine luggage. Trolley type luggage is the best type you can get.

33. **TLC for the School's Machines:** If you suspect that there is something wrong with the sewing machine you signed out, the first thing to do is rethread the machine. Also check your handout: *Troubleshooting your Sewing Machine*. 99% of the time, threading is the problem. **You will need to talk to the instructor if that does not work. Do NOT put a broken machine away at the end of class. Tell the instructor. Writing up an Equipment Repair Order (ERO) takes me about 3 minutes.** NOTE the opposite: If a machine has an equipment repair order (ERO) taped to it and/or a RED DOT, **DO NOT USE THAT MACHINE.**

34. **TLC for the School's Machines:** In ALL Sewing Fundamental Courses: There will be a class where the care, maintenance, and threading of various types sewing machines are covered. You are ALWAYS welcome to bring your own machine(s) to class to use - This class included. **This class should NOT be missed.** I cannot repeat instruction or teach individually. There just isn't time.

### **Additionally.....**

35. The instructor truly does have a hearing loss. Some names will never be pronounced correctly no matter how hard I try. Ambient noise causes me to disconnect when I answer questions. And I speak louder than most instructors.

36. Being half-deaf causes some interesting problems with telephones. You need to absolutely leave me messages with your phone number, for me to call you back.

37. The WCC room 209 computer is **NOT** for personal use. Either is my personal computer that I bring to the Community Center. In case of personal emergency, please ask permission to use the computer. The WCC computer lab computers (room 203, 207, & 208) are **NOT** for personal use. If

there is a waiting list to get into this course, and you just want to come and use the computers to surf, view your email, or chat on line, you will NOT be welcomed back into class.

38. All fashion courses require the English as a Second Language (ESL) student to be at level 4 or higher to truly get the most positive experience from their course. As the instructor, I know, sometimes this is an impossible request to make. So in order to make learning as easy as possible, I need to know what level ESL you are at. If this is too personal to ask you publicly, in the classroom, just let me know. But note: This also helps me and the rest of the class to help you with definitions, and American slang. Another side to this, is that I collect sewing, patternmaking, and fashion books written in various other languages from around the world. Some of the books are translated into 2 or 3 languages in the same book. I have Japanese, Spanish, German, French, Russian, plus others. Periodically I bring these in, for my ESL students.

39. When you learn English or if you have been speaking English all your life, note that reading is very different from understanding what you have read. Frequently, I need to read a Vogue Pattern Guide 3 or 4 times in order for me to understand what I am supposed to do. Sometimes, it is just easier to skip the reading to understand, and just muddle through producing the garment. It is best if you tell the class. I can guarantee they are having the same thoughts about the pattern guide(s). And we can all help each other, as long as we know what your native language is. This instructor only speaks Brooklyn English. Some bi-lingual students could help you better.

40. Joan's loaned books, DVDs, and videos are due back the following week during class. **No Exceptions!** Please ask and sign out any of these before taking them home. Example: If you borrow a book on a Tuesday, the book is due back on Tuesday the next week.

41. Eating and Drinking on the Second Floor is not permitted. Only “**bottled water**” is permitted upstairs. (This prevents **unwanted** critters in the classroom.)

42. As if it is not obvious, I am considered eccentric. I am very enthusiastic about the subjects of fashion, sewing, entrepreneurial fashion business ventures. I also dance and sing in the classroom. It breaks up the tension of a *hard to understand* lesson.

43. I have attached my version of **The Ten Commandments of Sewing**, which will help you start, and accomplish a safe and honorable sewing experience.

**The Ten Commandments of Sewing**  
**(The first Ten are Too Good to Mess With)**  
© 2011 Joan McKenna

- XI Safety First\*
- XII Respect Thy Grainlines
- XIII Seam Lines are Second Chances for Perfect Fit
- XIV Thine Iron is Thy Friend
- XV Listen to Critiques & Opinions, Then Choose Thine Own Path
- XVI Mastery Cometh through Experience
- XVII Mistakes Present Opportunities for Creativity
- XVIII Expose Thyself to Historical & Technical Sewn Product Inspiration
- XIX Size all Patterns with Thy Client's Name
- XX First Sewn Product Collections Should be Kept Small & Manageable

**SAFETY FIRST\***: This instructor would rather yell and have you quickly stop what you are doing, than see you get physically hurt. I do not want ANYONE to suffer bodily harm in my classroom.