

GUIDELINES FOR DEALING WITH DISRUPTIVE STUDENTS

All staff should be familiar with the Statement of Student Rights and Responsibilities, available from the Student Activities Resource Center, Vice President for Student Services' Office or Enrollment Services and published yearly in the Student Handbook. Following are definitions and procedures.

Definition:

Disruptive behavior is behavior that interferes with the learning and teaching environment and/or administrative or student services functions of the College.

Examples:

- Verbally intimidating, threatening or abusing any person or persons.
- Physically intimidating, threatening, abusing or assaulting others.
- Theft or damage to college property.
- Use, possession, distribution of illegal or controlled substances on college grounds.
- Interfering with the learning and/or environment by disruptive behavior or lewd or indecent expressions or conduct as defined by law.
- Making inappropriate demands for time and attention from faculty, staff and/or students.

Removal of a Disruptive Student from the Classroom Environment or College Facilities

An instructor may remove a disruptive student from the classroom on a daily basis by saying to the student that a specified behavior is inappropriate and then requesting the student to leave (if help is needed, the instructor should call Security extension 111 or 112). The student is free to return to class the next day. Legally, unless there is imminent physical danger to the student or others, the student cannot be dropped from class without due process.

If the safety of the student or others is jeopardized, the student can be summarily suspended by the Vice President for Student Services or his/her designee until disciplinary proceedings can be completed. During this time period, the Vice President for Student Services or his/her designee will investigate the situation and determine an appropriate course of action regarding whether or not the student can return to class and/or impose other disciplinary action.

Any college administrator or security personnel member may remove a disruptive student from college facilities.

Recommended Procedures:

- A. Take student aside, describe the inappropriate behavior, being specific about expected behavior, and tell him/her it must stop. If it does not stop, the student should be asked to leave by the instructor if in a classroom or by administrator or security personnel if elsewhere on campus.
 - B. Immediately write an anecdotal description including date, time, specific description of the behavior, and your conversation with the student. This documentation is necessary should the behavior continue and disciplinary action be needed.
 - C. If possible, encourage the student to confer with a counselor in the Counseling, Advising and Career Center. If you wish, consult with a counselor (whether or not the student agrees to see one) on what records to keep and how to approach the student. The counselors can be very helpful to you in dealing with disruptive behavior.
 - D. If you think the disruptive behavior might continue, consider writing a contract with the student. The essential elements are as follows:
 - 1. Description of the specific inappropriate behavior(s) and clearly identify your behavioral expectations.
 - 2. Clear statement of the consequences (i.e., student cannot continue in class if described behavior(s) continue and will be required to meet with the Vice President for Student Services).
 - 3. Provide space for student's and instructor's signatures. You may also elect to provide a copy to your supervisor and/or the Vice President for Student Services
 - 4. Have two copies ready - one each for the student and instructor.
- Note: The student cannot be required to sign the contract. If he/she chooses not to sign it, hand deliver it and send it by regular mail to the student. The contract is then considered a notification and serves the same purpose.
- E. If the disruptive behavior continues, remove the student (call Safety and Security at extension 111 or 112 if necessary). Notify the Office of the Vice President for Student Services or his/her designee if it seems timely for the Vice President for Student Services to meet with the student and/or begin initial disciplinary procedures.

If you have any questions, call the Office of the Vice President for Student Services at extension 588 or 589. If you would like assistance at any time during such a process, call the Office of the Vice President for Student Services.