

GCCC Policy Add Template

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Disruptive Student Behavior

Policy Statement: Inappropriate student behavior in the classroom has the potential to disrupt the teaching and learning process. In such a situation, the faculty member is the first person responsible for regaining order and preventing further disruption.

This guide is designed to assure that the rights and safety of the faculty, students, and institution are protected, and that any actions taken to address the situation comply with federal, state, and local law. The institutional expectation is that no student will behave in a manner unacceptable in a learning environment, or that endangers or infringes on the rights and safety of the student or any others.

Resolution should take place between the faculty member and student as soon as possible following the incident. Inclusion of the involved faculty and student, appropriate division director or program coordinator, and (if necessary) academic and student services administrators will assist in ensuring that the interests and needs of all parties are considered. A detailed explanation of student conduct issues may be found in the Student Handbook.

Procedures: Strategies are outlined in this guide based upon the level of disruption, from low to high. Based upon assessment of the situation, these strategies should help minimize disruption and maximize safety in the classroom. If classroom misconduct warrants an immediate suspension for the remainder of the class period, the faculty member may do so to address the immediacy of a given situation. If the student does not leave voluntarily, campus security may intervene upon verbal request by the faculty member. Within one workday, the faculty member shall provide written notice of the suspension to their immediate supervisor and to the Vice President for Instruction and Student Services.

The immediate supervisor shall inform the Vice President for Instruction and Student Services of the incident and its progress. If further action is warranted, the faculty member shall consult with their immediate supervisor who may elect to:

- * Request that the faculty member and student meet with the immediate supervisor and/or program coordinator to seek resolution;
- * Meet with the student, faculty member, immediate supervisor and/or program coordinator, and/or the Vice President for Instruction and Student Services to explore and adopt non-disciplinary solutions, including guidelines for retaining the student in the course
- * Meet with the student, faculty member, immediate supervisor and/or program coordinator, and Vice President for Instruction and Student Services to make a written determination of the facts and take further disciplinary action

*Take no further action If resolution cannot be reached through this process, student discipline processes and the Grade Appeal Policy, outline in the Student Handbook, may be initiated.

The following strategies are suggested to minimize disruption and maximize safety for all concerned:

Mild Disruption: As politely and privately as possible, request that the student refrain from the disruptive behavior. The goal is to eliminate inappropriate behavior without embarrassing or demeaning the student. Should the inappropriate behavior continue, invite the student to speak with you for a moment outside of the classroom. Privately and briefly convey to the student that the behavior is disruptive and unacceptable. Share your desire to see the student succeed in the class and your intention that the matter be resolved. If follow-up discussion is needed, establish a time and place to meet, and either dismiss the student for the remainder of the class or allow them to return for the remainder of the class.

Emotional Distress: If the student is visibly upset during class and disturbing others, discreetly take them to the hallway or a private place. Discuss whether the student feels a need to leave or return to class. If the behavior did not disturb the class but was obvious, speak with the student after class noting your concern. Recommend that the student consider talking with someone, either through the Student Services counseling staff or outside the College. Forward your concerns about the student to the Student Services counseling office along with any relevant information while striving to maintain the appropriate balance between confidentiality and student safety.

Potentially Dangerous or Violent Behavior: Dismiss the class immediately. Do not wait for the student to regain control. If you are not in immediate danger and the student is communicating rationally, determine the nature of the difficulty and suggest a referral to an outside agency through Student Services. Notify the Dean of Students office of possible referral as soon as possible. If the student remains out of control, request a student leaving the class to call campus security and have them come to the classroom. Attempt to calm the student if you believe that you can be of assistance. If you sense a threat to your own personal safety, however, leave the classroom immediately. If the student leaves the classroom before the arrival of campus security, try to observe their destination [parking lot, another building, etc.]. Report the incident as soon as possible to the Vice President for Instruction and Student Services and their immediate supervisor.

General Considerations: If any disruptive incident occurs in the classroom, write down as soon as possible all the elements you can recall for future reference. Notify the appropriate division leader. If you anticipate potential student-to-student confrontations [such as in a course that may involve sharing and discussing strong personal beliefs], provide your expectations early in the course and on the syllabus [no arguing, use of respectful language, etc.]. Early intervention for inappropriate behavior usually sets the standard and helps prevent further problems.

Contacts: Vice President for Instruction and Student Services; Dean of Students

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: Student, Behavior, Disruptive

Related Form: none