

CCSN Procedure	Section: CCSN Academic Faculty Policies	Number: ACF-1A
Title: Procedures for Handling Disruptive and Abusive Students		Procedure Effective Date: 8/25/2005
Approved:		
<u>R. Carpenter</u>		<u>8-25-05</u>
Richard Carpenter, President		Date
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1. POLICY REFERENCE

The procedures outlined below are associated with the *Community College of Southern Nevada Disruptive and Abusive Students Policy*.

2. PROCEDURE STATEMENT

Faculty are strongly encouraged to clearly state their expectations regarding the department of students on the course syllabus. Faculty are also encouraged to require students to either sign a tear off section from the syllabus or send an email confirmation indicating that they understand and will conform their conduct to the expectations stated on the syllabus. As a general principle, instructors should document any and all incidents of student conduct that are troubling or indicate the possibility of serious behavioral problems in the future. Keep a record of the dates together with a brief description of all such incidents. It is also recommended that all incidents of problematic behavior be reported to security and to the instructor's department chair so that there is an independent record of such incidents.

2.1 Students Who Are Disruptive But Not Dangerous

(Additions are in red and blue)

The following steps are suggested:

1. Verbal and/or written warning to the student
2. Face-to-face or phone conference with the disruptive student
 - Review the rules regarding classroom deportment
 - Warn the student of the consequences of further disruptions in the class
 - Provide the student with a copy of a written warning. If possible get the student to sign this document before copying it. Also send a copy of this document to your department chair.

Note: If the disruption is serious enough, the instructor may combine steps 1 and 2.

3. The disruptive student may be directed to leave the class for that session. If this step is taken a written report of the incident should be sent to the instructor's department chair.

Note: If the disruption is severe enough, this step may be taken before step 2 (above). If step 3 is taken prior to step 2, it should be followed immediately by step 2.

If the disruption is so serious that it effectively undermines the remainder of the class period, steps 1, 2, and 3 may be combined.

If there is a second incident with the student, the instructor may take either or both of the following actions at the instructor's discretion:

4. Direct the disruptive student to the counseling/clinical unit

5. Direct the disruptive student to leave the class for a period of one week, and the instructor must immediately send notification of this action to the department chair, Dean, and provide a complaint regarding the student's conduct to the college's Administrative Code Officer.

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then the second incident would be grounds for proceeding to step 5

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2.2 Disruptive or abusive Students Who Appear As Though They Might Also Be Dangerous.

The following steps are recommended:

1. Confer with the disruptive student outside of class if that is appropriate. Skip this step if the possibility of an imminent crisis precludes a measured approach.
2. Direct the disruptive student to leave the class.

Note: If the student refuses to leave as directed then the instructor, based on his or her discretion, may proceed to either step 3 or step 4.

3. Cancel the class.
4. See if any other student(s) in the class are willing to alert security to the ongoing disruption. Security can then notify the police department and, if necessary, the police can remove the disruptive student from the classroom.

Assistance from other students must be entirely voluntary.

2.3 Abusive Students

In Class

1. Direct the student to leave the class, for a period of one week, and the instructor must immediately send notification of this action to the department chair, Dean, and provide a complaint regarding the student's conduct to the college's Administrative Code Officer.

Note: If the student refuses to leave as directed then the instructor, based on his or her discretion, may proceed to either step 2 or step 3.

2. Cancel the class.

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Deleted: instructor should send notification of this action to his or her department chair, Dean, and the college's Administrative Code Officer and proceed to step 6

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Dangerous

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3. See if any other student(s) in the class are willing to alert security to the ongoing disruption. Security can then notify the police department and, if necessary, the police can remove the disruptive student from the classroom. Assistance from other students must be entirely voluntary.
4. Notify security to report the incident and request that a security person be present at the next meeting to assure that the student does not attempt to enter the class.

5. Provide a complaint regarding the student's conduct to the college's Administrative Code Officer.

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Outside Class

1. See if there are any witnesses to the event willing to make a written report of what they saw and/or heard.
2. Notify security of the event.

3. Provide a complaint regarding the student's conduct to the college's Administrative Code Officer.

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2.4 Procedure to follow when a Disruptive or Abusive Student Has Been Required To Leave A Class Or A Class Has Been Canceled

1. The instructor should immediately document the reason(s) for which he or she required the student to leave the class or canceled the class.
2. The instructor may gather statements regarding the conduct of the disruptive student from any students who witnessed the incident(s) in question and are willing to provide such statements. The provision of such statements is to be entirely voluntary.

3. The instructor must present the reason(s) for the action and copies of any supporting documentation to his or her department chair and Dean, and the college's Administrative Code Officer. The instructor should keep a copy of all written materials produced in support and explanation of his or her action.

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Note: The guidelines for documenting incidents requiring the removal of disruptive students are outlined in *Student Rights and Responsibilities* section of the *Student Handbook*.

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3. AUTHORITY AND CROSS REFERENCES

- Title 2, Chapter 6 of the UCCSN Code
- CCSN Student Conduct Code
- "Student Rights and Responsibilities" section of the *Student Handbook*
- CCSN Policy on Disruptive and Abusive Students

4. KNOWLEDGE OF THIS PROCEDURE

All CCSN faculty, staff, and students, should have knowledge of this procedure.

5. DEFINITIONS

Abusive Conduct

Behavior is abusive when it creates, or can reasonably be expected to create, an environment that is intimidating or threatening and/or is likely to interfere with the work or the education of members of the CCSN community. This conduct may involve speech (verbal, written, or electronic in form), gestures, or physical contact. Such conduct would either be directed against a faculty member as an individual or as an instance of a type (i.e., a member of a race, ethnic group, sex, or religious group).

The examples that follow form a non-exhaustive, non-exclusive classification of behaviors that may be considered abusive:

- Intimidating behavior or speech directed at a faculty member or other persons in the classroom or other educational setting.
- Threatening behavior or speech directed at a faculty member or other persons in the classroom or other educational setting.
- Profanities directed at a faculty member or other persons in the classroom or other educational setting.
- Obscenities, including gestures, directed at a faculty member or other persons in the classroom or other educational setting.
- Intimidating, threatening, or obscene jokes directed at a faculty member or other persons in the classroom or other educational setting.
- Screaming and/or yelling either at or around and about a faculty member
- Directing character aspersions at a faculty member or other persons in the classroom or other educational setting.
- Acting so as to endanger the safety of a faculty member or other persons in the classroom or other educational setting.

- Physically assaulting or otherwise inappropriately touching a faculty member or other persons in the classroom or other educational settings.
- exchange of personal insults between students in class or through electronic media
- fighting words exchanged among students in class or through electronic media
- physical altercations between students

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Note

The fact that someone did not intend his or her conduct to be abusive is irrelevant if the individual's conduct can be reasonably expected to be perceived as intimidating or threatening.

Disruptive Conduct

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Behavior is disruptive when it interferes with the maintenance of an environment that is conducive to learning, civility or academic freedom in the classroom.

The behaviors that follow are a non-exclusive, non-exhaustive classification of behaviors that may be considered disruptive:

- Use of cell phones, pagers, beepers, text messaging machines or other electronic communication devices in the classroom or other educational setting
- repeated side conversation in the classroom
- eating in the classroom
- repetitive noises including but not limited to cracking gum, clicking pens, drumming the desk top with fingers or writing implements
- consistently arriving to class late
- consistently leaving class early
- argument that goes beyond the scope of the topic under discussion after having been instructed that it is beyond the scope of the topic
- repeated emotional outbursts in class
- repeatedly moving around the room during class.

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<#>exchange of personal insults between students in class or through electronic media¶
<#>fighting words exchanged among students in class or through electronic media¶
physical altercations between students

Note

Abusive and disruptive conduct must be distinguished from behavior which, though it may be experienced as unpleasant by a faculty member, is perfectly appropriate in a college classroom. Most notably, this would include disagreements regarding subject matter, particularly disagreements in which the student marshals reasons in support of his/her view. This policy cannot be permitted to function as a gag to the expression of reasoned dissent in the classroom. Students should be encouraged to think for themselves and should not be discouraged from expressing their thoughts in a civil manner.

6. RESPONSIBILITIES

The instructor is responsible for dealing with the disruptive or abusive behavior at the classroom level in accordance with the se procedures. The CCSN Administrative Code Officer is responsible for dealing with disruptive or abusive behavior at the institutional level in accordance with the UCCSN Code Chapter 6 and the CCSN Student Conduct Code.

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7. EXCEPTIONS

Not applicable

8. CONTACT INFORMATION

Questions about this policy should be directed to the CCSN Administrative Code Officer.

9. FORMS

Not Applicable

10. HISTORY

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Note: If the disruption is so serious that it effectively undermines the

remainder of the class period, steps 1, 2, and 3 may be combined,

then the second incident would be grounds for proceeding to step 5.