



## Procedure 503-03 Disruptive Behavior in the Classroom

Sponsor: Academic Affairs

### **Purpose**

To establish a standardized process to assist instructors in managing a situation that may warrant the temporary removal of a disruptive student(s) from the learning environment. Instructors need to be aware of their options and the process which follows in balancing the interest of the students, instructor, and the college. As an institute of higher learning, Coconino Community College (CCC) seeks to empower their instructors to recognize and address any potential disruptive student(s) or actual problems with a disruptive student(s) that may interfere with the learning environment.

### **Definitions**

None

### **Procedure**

Instructors confronted with disruptive student(s) are urged, first, to indicate to them that their behavior is unacceptable, and then, to offer an opportunity for the disruptive student(s) to conform to the expected standards of the classroom.

In the event the situation interferes with the health and welfare of the students or instructor, security should be immediately notified.

#### Process for non-removal from class:

It is the instructor's responsibility to foster a classroom environment conducive to learning. In the event that a student(s) disrupts the learning environment, but not to the degree that requires removal, the instructor may address the issue either during or after class as appropriate. Instructors are encouraged to discuss reoccurring classroom management issues with their Department Chair.

If the behavior persists, the instructor should consult with the Department Chair to seek a solution. The instructor and the chair should keep individual records of their interactions with the disruptive student(s), and the Chair should notify the division Dean of the situation.

Should the problem not be resolved within the department or program, the instructor should meet with the Dean and the department chair, if requested. The Dean or designee will meet with the instructor and the student(s), together or separately, to decide on an appropriate course of action.

#### Process for removal from class:

If the immediate situation warrants, the instructor may require the student(s) to leave the classroom or instructional site for the remainder of the class meeting and, if necessary, summon a Campus Security officer to remove the student(s). If the instructor requires the student(s) to leave the class, the instructor must notify the Department Chair and division Dean as soon as possible and well in advance of the next class meeting. The instructor must also write up and submit within 24 hours of the incident an Information

Report to the Department Chair, security and Director of Student Services outlining the incident that caused the removal.

The student(s) must meet with the instructor and Department Chair (if either the instructor or student(s) requests the presence of the Chair) prior to returning to class. As a result of that meeting, an appropriate course of action will be determined. The instructor and/or Department Chair may decide on a course of action, for example: Requiring a verbal or written assurance from the student(s) that the disruptive behavior will cease.

The student meeting should be scheduled to take place prior to the next regularly scheduled class session in order to keep the student(s) from missing more than one class session.

The student(s) will be referred to the Dean of Student Affairs if the behavior persists after the assurance or if the behavior requires investigation and possible disciplinary action per the Student Code of Conduct procedure (503-01).

Process for extended removal from class:

If the behavior persists and the instructor wishes to remove the student(s) from class or exclude access from the on-line environment for more than one day, the instructor must notify the Department Chair, Dean, and Dean of Student Affairs. The instructor must summarize the situation in writing, actions taken, and recommendations for future action. The process for student disciplinary action for extended removal and possible permanent removal from class must follow CCC student code of conduct procedures. An interim suspension can provide time to deal with a disruptive situation; it is not intended to be punitive. The instructor will make arrangements for the suspended student(s) to have access to class materials, quizzes and examinations.

Appeals of this procedure may be made to the division Dean

**References**

Procedure 503-01 Student Code of Conduct

**Procedure History**

09/12/2012 New and Approved by College Council

**Legal Review**

None