



Classroom Disruption Procedures

For use by faculty members in accordance with the Delgado Community College [Student Judicial Code](#)

Most inappropriate behaviors can be handled by you at the time of the disruption; however, some may require consultation, judicial action or immediate emergency response. **These procedures have been designed by the Office of Student Life to help you assess problem behavior and determine the appropriate course of action.**

What Constitutes "Disruptive Behavior"?

The Delgado Community College [Student Judicial Code](#) defines disruptive behavior as:

"Any student who displays intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event;

Any student who displays verbal, emotional, or physical abuse or threat thereof against any person on campus or at any college authorized event, or other conduct which threatens or endangers the health and safety of any such person;

Any student who displays conduct which adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct)."

"Non-Extreme" Examples of Classroom Disruption:

- Answering cell phones or allowing electronic devices to make noise
- Interrupting lectures or talking without being called upon or acknowledged
- Leaving or entering the classroom without permission (reporting to class late)
- Borrowing text books or other class materials while class is in session
- Overt inattentiveness (e.g., sleeping or reading the newspaper or other entertainment materials in class, listening to music or using other entertainment devices)
- Being loud, boisterous or distracting

"Extreme" Examples of Classroom Disruption

- Threatening or verbally insulting the instructor or other students
- Intoxication
- Verbal abuse (e.g., taunting, badgering, intimidation)
- Harassment (e.g., use of "fighting words," stalking)
- Threats to harm oneself or others
- Physical violence (e.g., shoving, grabbing, assault, possession or use of weapon)

Establishing Behavior Expectations in Your Classroom

Remember that as a faculty member, you are responsible to establish and enforce reasonable behavioral standards for each of your classes. The following suggestions may be helpful:

- Include course and behavioral norms and expectations for you and your students in the syllabus. It is recommended that you include a copy of the [Student Judicial Code](#) as part of the syllabus.
- On the first day of class, ask your students what they think the behavioral norms and expectations should be, add their suggestions to your list. You will find that students are often the strongest supporters of classroom decorum.
- Discuss these norms and expectations with your students, so they can gain an in-depth understanding of how they should act in your class.
- Review the [Student Judicial Code](#) in class during the first week of school.
- Serve as a role model and exhibit the type of behavior you expect from your students.

Procedures for Handling Classroom Disruption

Handling "Extreme" Cases of Classroom Disruptions

If a student is posing a threat to the safety of himself/herself or others, becomes physically or verbally abusive, Campus Police should be contacted immediately. It is often a mistake to assume that aggressive behavior will stop on its own. Always err on the side of safety. *Once Campus Police is notified a police report will be required and statements may be requested of the instructor and of witnesses.*

Handling "Non-Extreme" Cases of Classroom Disruptions

The following procedures for handling campus disruptions are applicable for students not posing a threat; however, throughout any point of the process the student is posing a threat as described above, Campus Police should be contacted immediately.

Verbal Warning

- A general comment to the class may be appropriate prior to addressing the individual.
- If behavior continues, address student *individually* in a calm, courteous and respectful manner.

Written Warning

- If the student does not respond satisfactorily to an individual verbal warning, the instructor may feel it is necessary to request that the student leave class.
 - If the student *refuses* to leave class when requested, call Campus Police.
Note: Once Campus Police is notified a police report will be required and statements may be requested of the instructor and of witnesses.
- If the student is asked to leave the class and the student obeys the request, the instructor is to issue a written warning to the student either via email (with a read receipt) or in memo form, with a copy to the Director of Student Life. (See "Sample Written Warning of Destructive Behavior," Attachment A.)
- A written warning can also be used in cases where an instructor has verbally addressed the student's behavior and the behavior continues. In this case the instructor may not feel it is appropriate to ask the student to leave class, but still feels that the behavior is disruptive and needs to stop.

Report to Office of Student Life (Incident Report)

- If the student continues disruptive behavior after a written warning, an [Incident Referral Form](#) should be filed with the Office of Student Life. A resolution conference with the site representative will be issued or a judicial hearing commenced if necessary.

A disruptive student may not be permanently removed from class without a formal judicial hearing; therefore, it is essential that you work with the Office of Student Life before taking this step.

What Happens if You Refer a Student to the Office of Student Life or Campus Police

Referral to Office of Student Life

When the Office of Student Life receives a report of misconduct, the student will be asked to meet with the designated judicial officer for a Resolution Conference. If the complaint cannot be resolved through the Resolution Conference process, the case will be referred to the College Judicial Committee. Should a case go to a hearing, you will be asked to be present and provide information. If the College Judicial Committee finds that the allegations have merit, it can impose sanctions ranging from Probation to Expulsion from the College without privilege of re-admission.

Referral to Campus Police

If Campus Police is contacted to intervene, they are required to complete a police report. You and any important witnesses may be asked to make statements. Subsequently, the case will be referred to the Office of Student Life for determination of whether a hearing by the College Judicial Committee will be necessary.

Disruptive behavior is a violation of the [Student Judicial Code](#).

**Office of Student Life
(504) 671-6001**

Review Process:
Student Judicial Committee 3/12/08
Student Affairs Council 3/18/08
College Council 5/6/08

Approved:
May 6, 2008

Attachment A

Sample Written Warning of Disruptive Behavior



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615 City Park
New Orleans, La. 70114-3095
(504) 671-6001 FAX (504) 483-4543
www.dcc.edu

To:

From: Instructor

Date:

Reference: Behavior in class

On January 23 and January 28 your behavior was disruptive to the educational environment which is in violation of Section A of the Student Judicial Code. If your behavior continues to be disruptive, you will be referred to the Office of Student Life. Please review the attached document that discusses possible actions that can be taken by the Office of Student Life. Additionally, I have attached a copy of the Student Judicial Code for your review.

Copy: _____, Director of Student Life