



Classroom Disruption Procedures

For use by faculty members in accordance with the Delgado [Student Code of Conduct](#)

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 apply to all modes of course delivery (in-person, virtual, online, hybrid, etc.) and have been designed to help you assess problem behavior and determine the appropriate course of action.**

What Constitutes “Disruptive Behavior”?

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

Any student who displays “obstruction or disruption of teaching, research, authorized college event, administrative procedure, or disciplinary procedure”;

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

Any student who displays conduct that “adversely affects the student’s suitability as a member of the academic community (such as drunkenness, use of profanity, or behavior deemed unbecoming of a student).”

“Non-Extreme” Examples of Classroom Disruption:

- Answering cell phones or allowing electronic devices to make noise
- Not following the College’s or instructor’s/syllabus’ standards for virtual learning
- Interrupting lectures or talking without being called upon or acknowledged
- Leaving or entering the classroom early or 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)
- Not addressing background distractions
- 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 Code of Conduct](#) 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 Code of Conduct](#) 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 themselves or others, or 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, an incident/referral report from Campus Police will be required and statements will be requested of the instructor and of witnesses.***

Once a student’s behavior results in Campus Police intervention, a *Judicial Hearing is mandatory. If the student is removed from the class by Campus Police, the student will not be allowed to return to that class until a Judicial Hearing has occurred.* While a disruptive student may not be ***permanently*** removed from the class without a formal judicial hearing, a disruptive student will be temporarily suspended that class pending a Judicial Hearing.

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 separate from the virtual or physical class setting.

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 the class when requested, call Campus Police. **Note: Once Campus Police is notified, an incident/referral report from Campus Police will be required and statements will 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 or message in Canvas. See Attachment A for *Sample Written Warning of Disruptive Behavior*.
- 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 the class, but still feels that the behavior is disruptive and needs to stop.

Report to Office of Student Affairs (Incident Report)

- If the student continues disruptive behavior after a written warning, an [Incident Referral Form](#) should be filed with the Office of Student Affairs.

A disruptive student will receive a temporary suspension from the class, pending the results of a formal judicial hearing. A disruptive student may not be permanently removed from that class without a formal judicial hearing; therefore, it is essential that you, as the instructor, work with the Office of Student Affairs before taking this step.

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

Referral to the Office of Student Affairs

When the Office of Student Affairs receives a report of misconduct, the designated judicial officer will process the matter in accordance with the [Student Code of Conduct](#). Along with this process the faculty member will be required to participate in a judicial hearing.

Referral to Campus Police

If Campus Police is contacted Campus Police will process the matter in accordance with the [Student Code of Conduct](#), and they are required to complete a police report. The instructor and any important witnesses will be asked to make statements. Subsequently, the case will be referred to the Office of Student Affairs. Along with this process the faculty member may be required to participate in a judicial hearing.

Attachment A - ***Sample Written Warning of Disruptive Behavior***

Attachment A

Sample Written Warning of Disruptive Behavior

To: _____

From: Instructor

Date: _____

Reference: Behavior in class

On _____ (date/dates), your behavior was disruptive to the educational environment, which is in violation of the Student Code of Conduct. If your behavior continues to be disruptive, you will be referred to the Office of Student Affairs.

Please review the College's [Student Code of Conduct](#) that addresses possible actions that can be taken by the Office of Student Affairs.

Student Code of Conduct

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-80>

Thank you for your cooperation.