

Tips for Classroom Behavioral Management

To whom do I report an incident of classroom misconduct?

Contact your respective Dean or the Associate Dean of Student Development in the Office of Student Life. Please call (714) 564-6211 or email nashua_loy@sac.edu. Faculty should feel free to make contact at any point in the process of trying to deal with a disruptive or disturbing classroom situation. If you are confronted with a violent or potentially dangerous situation, do not hesitate to call Campus Safety at **x6330 or 911**.

What behavioral responsibilities do students have in the classroom?

All students are expected to conduct themselves in the classroom or any structured academic activity "in a manner consistent with the college's function as an educational institution." Any conduct that interferes with teaching, research or administration is subject to possible disciplinary action under Board Policy 5201.

What authority do faculty members have in the classroom?

Instructors have the authority to regulate behavior in their classrooms and to report disruptive behavior to their departmental Dean and the Associate Dean of Student Development in the Office of Student Life for possible disciplinary action.

Can a student be excluded from a class for violations of behavioral rules?

Yes. After putting the student on notice about the objectionable conduct and giving the student the opportunity to respond (which may include an opportunity to correct the behavior), a faculty member/instructor may temporarily exclude (no more than 2 class periods in succession) from his or her class. *Important: Please document all incidents by date, content of discussion, and expectations of future behavior.*

Are there procedures that must be followed in order to exclude a student from a class for behavioral reasons?

Yes. Students must be given notice (either verbally or in writing) of the reason for their exclusion. Then the department Dean must be notified so that he/she can review the matter. The misconduct and subsequent steps taken should then be reported to the Office of Student Life where due process procedures **MUST** be followed in order to lawfully adjudicate the matter.

What are some of the most common behaviors that violate district policy?

- Obstruction or disruption of teaching, research, or administration
- Failure to comply with the directions of an instructor acting in performance of his or her duties, including failure to provide identification upon request
- Intimidation, harassment, disorderly and/or lewd conduct
- Sexual harassment or stalking as defined by district policy
- Physical abuse, violence, threats of violence, or conduct that threatens the health and safety of others

Where can I find the official district policies that define and regulate the procedures mentioned above?

Attached below, in the Student Handbook, available through the Office of Student Life, or online at http://www.sac.edu/students/support_services/student_life/docs/SAC-Student-Hdbk-2011-FINAL.pdf

What do I do if I suspect the behavior to be associated with a mental health condition?

Contact the Disabled Student Programs and Services (DSPS) at 564-6260. Students with a disability are expected to comport themselves in accordance to the Standards of Student Conduct (Board Policy 5201). A failure to do so may be subject the student to disciplinary action.

Board Policy 5201—Standards of Student Conduct

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.
- P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

- Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.
- R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;
- S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.
- T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
- U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:
- (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
 - (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
 - (c) Using or causing to be used, computer services without permission.
 - (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
 - (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
 - (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
 - (g) Using any account or password without authorization.
 - (h) Allowing or causing an account number or password to be used by any other person without authorization.
 - (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
 - (j) Use of systems or networks for personal commercial purposes.
 - (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

Practical Suggestions

Confronting a disruptive student can be an uncomfortable experience. If a student's behavior obstructs or disrupts your ability to teach or the ability of others to learn, you may find the following suggestions helpful.

- 1) Clearly articulate rules regarding attendance, tardiness, active class participation, cheating, use of electronic devices, and appropriate conduct on the course syllabus or a URL provided on the syllabus and class Website. Specify consequences (e.g., reports to the Office of Student Life) and follow through in a fair and consistent manner. Reference acceptable computer use and email policies where appropriate.
- 2) Model professional behavior. Respond to inappropriate remarks in a professional and calm manner. Put-downs or witty comebacks tend to escalate the situation.
- 3) If possible, move closer to the disruptive students, pause until everyone quiets down, and make direct eye contact. Disruptive students are not always aware that they are bothering others.
- 4) When the problem is isolated to one student, speak privately with the student. Use "I" messages such as, "When I see you _____; I feel _____; and I need the activity to stop."
- 5) Document date, reason for conversation and expected future behavior.
- 6) Don't hesitate to seek consultation from experienced colleagues, such as your division Dean, the Associate Dean of Student Development and/or your department chair.