



## HANDLING CLASSROOM DISRUPTIONS

Prevention of misconduct is the first priority.  
Quick Resolution of problems will best serve all involved.  
Protection of students' rights must be an overriding consideration.

### 1) PREVENTION

#### A. Faculty members are obligated to be knowledgeable of District rules on student conduct.

- i. College should distribute to faculty a copy of the Standards of Student Conduct (AKA Student Code of Conduct).
  - a. This policy, along with other college policies like the Academic Honesty policy, is found under the Student Rights and Responsibilities section on the Student Affairs website ([www.napa valley.edu/studentaffairs](http://www.napa valley.edu/studentaffairs)).

#### B. Faculty members *must* inform their students of their expectations for proper conduct.

- i. Identify the types of conduct not permitted in their classroom, including disruptive, threatening, or nuisance behaviors.
- ii. Inform students of the sanctions for misconduct. These sanctions are listed on the Standards of Student Conduct under section III.
  - A. Types of sanctions:
    1. Warning
    2. Censure
    3. Conduct Probation
    4. Restitution
    5. Suspension or Termination of Financial Aid
    6. Suspension (initial and longer suspension)
    7. Expulsion
  - ii. Course syllabus: At the beginning of the term, the instructor should clearly define proper behavior (i.e., classroom decorum, mutual respect, etc.) and penalties for misconduct in writing. Also, please include an explanation of how to handle a concern or disagreement.

### 2) IDENTIFICATION OF PROBLEMS(S)/INTERVENTION

#### A. The College should convey to faculty the types of services and support available to faculty and students to assist in solving disruption problems.

- i. Counseling Services (707) 256-7220
- ii. Mental Health Services/Psychological Counseling (707) 256-7783
- iii. Student Health Center (707) 256-7780
- iv. College Police (campus security) (707) 256-7770/7777
- v. CARE Team (707) 256-7776
- vi. ADA Accommodations (707) 256-7345

- vii. Referrals to the Vice President of Student Affairs (707) 256-7363  
(especially issues related to physical aggression or continual disruptive behavior/nuisance).

**B. Faculty must develop methods for early detection of misconduct and classroom control including** student conferences, setting clear guidelines for proper conduct, consistent enforcement of consequences for misconduct, and referral to other campus services.

**C. Issues that faculty can handle.**

i. Nuisance, non-physical behavior

**A. Types of intervention for non-physical, nuisance type of behavior:**

1. Talk with student individually before or after class
2. Create rapport with student
3. Change student's seat
4. Refer to counselor
5. Give student verbal, positive feedback to reinforce positive behavior.
6. If you have a disruptive group (i.e., student athletes, team or club members) separate them. Talk to them individually.

ii. Conflicts with student regarding grades, if non-physical

**D. College Police officers are trained and available to assist in violent and threatening circumstances.**

i. Emergency phones are located throughout campus.

- For Urgent Help – Dial 7777 (Suspicious Situation or Assistance)
- For help on campus using a cell phone, call (707) 256-7770.

### **3) PROTECTION OF STUDENTS' RIGHTS IN THE CLASSROOM**

**A. American with Disabilities Act – General Rule:** No qualified individual with a disability shall, based on disability, be excluded from participating in or be denied benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by a public entity.

- i. ADA protects individuals with physical, psychological and drug/alcohol impairments.
- ii. Psychologically impaired students may be discipline for misconduct.
- iii. Reasonable accommodations are required for qualified individuals; faculty may need assistance from College staff.

**B. Safety:** All students and faculty have the right to be safe in their classroom and on campus.

- i. Faculty must be trained to recognize unsafe situations.
- ii. College must provide adequate security.

**C. Freedom of Expression/Non-Discrimination**

- i. Faculty and staff must ensure that discipline is not used to thwart protected speech. It is equally important that disciplinary acts be taken in a non-discriminatory manner.