Managing Classroom Behavior

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 Division/Department Chair, Dean or the Vice President of Student Services 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 exclude a student from his/her class for the remainder of the class and one additional class meeting and refer the student to the Vice President of Student Services.

What are the procedures in order to exclude a student from class for behavioral misconduct?

(1) First, notify the student, either verbally or in writing, of the reason for exclusion.*
(2) Then, notify the Division/Department Chair for review.
(3) Finally, notify the Vice President of Student Services of actions taken and further process of the infraction utilizing the Student Incident Form.

If you chose to dismiss the student from his/her claims, you can do that for the remainder of the class and one additional class meeting.

How do you approach a situation?

Confronting a disruptive student can be an uncomfortable experience, and if at any time during this process you feel confronted with a violent or potentially violent situation or circumstance please contact Campus Police 408-855-5435 or 911. 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:

- 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. report to Vice President of Student Services or designee) and follow through in a fair and consistent manner. Reference acceptable computer use and e-mail policies where appropriate.

- Model professional behavior. Respond to inappropriate remarks in a professional, mature manner. Put-downs or witty comebacks tend to escalate the situation.
• If possible, move closer to the disruptive student, pause until everyone quiets down, and make direct eye contact. Disruptive students are not always aware that they are bothering others.

• When the problem is isolated to one student, speak privately with the student.

Document date, reason for conversation and expected future behavior of the student. Seek consultation from experienced colleagues, such as your Department/Division Chair, Dean and/or the Vice President of Student Services.

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

The West Valley-Mission Community College District highlights these procedures in Administrative Procedures (AP) 5520: Student Discipline Procedures

http://wvm.edu/documents.aspx?fid=26324&doc=26746&year=0&excludeyear=1

What are the procedures in referring judicial issues?

The Office of the Vice President of Student Services welcomes consultation anytime to attempt to alleviate an issue or concern. All disciplinary matters referred to this office should be in writing and accompanied by any supporting evidence. The referral should contain a completed Student Incident Report Form. If you have questions regarding anything on the form or how to handle a particular situation please contact the Office of the Vice President of Student Services at (408) 855-5197 or visit Campus Center 222.

If you are confronted with a violent or potentially harming situation or circumstance please contact Campus police first at 408-855-5435 or 911.