

### **Purpose and Recommendations**

This guide addresses issues of student behavior providing information and suggestions to address issues in your classroom and on campus. Questions: Office of Student Affairs | 619.388.3498.

### **Program Cell Phone**

Keep the phone numbers referenced in this publication with you at all times. Program numbers into your smart/cell phone now.

### **Know Your Classroom**

Locate the nearest phone at your work site or classroom. Most classrooms are equipped with an emergency communications system (a red apparatus on the wall) that connects directly to College Police. If you need operational instructions, please contact College Police.

### **Syllabus**

Make sure your syllabus includes a statement defining your class expectations, including the BP 3100 Student Rights and Responsibilities and Student Code of Conduct information.

### **Policy 3100 Announcement**

Review Policy 3100 with your students the first day of school so students are clear about their rights and responsibilities in the classroom. A mid-semester review is helpful as well.

### **Policy 3100 Student Code of Conduct Poster**

Make sure a "Policy 3100: Student Code of Conduct" poster or flyer is posted in clear view for your students and any other public visitors. Poster pickup at Student Affairs Office in the M Building.

### **Blue Light = Emergency Campus Call Boxes**

Emergency Call Boxes are located throughout the campus. These are the tall blue stand-alone boxes and the sliver wall-mounted boxes with a "Blue Light" at the top. The call boxes are directly linked to the Police Dispatch.

### **Signs of Distress**

The following may help to identify symptoms, when presented over an extended period of time, that may suggest that a person is dealing with more than "normal" stressors:

- Behavioral or emotional change
- Repeated requests for special considerations
- Change in hygiene or appearance
- Decline in academic performance
- Withdrawal and/or isolation
- Excessive or inappropriate anger
- Alcohol or drug abuse

### **Recommended Approaches**

Your response to handling a distressed student can vary based upon the situation. A simple and straightforward expression of concern is, in most cases, an effective way of helping a student if done in a caring, thoughtful manner. Tell the student what you have observed and that you are concerned about their well-being and their success. Explain that there are services available on campus to assist students, and if helpful offer to call or walk the student over to the Mental Health Counseling Center I (BT-105) or call 619.388.3539. All counseling services are confidential.

If the behavior is potentially harmful, intimidating, threatening, or disturbing, it is wise to consult early on, before the conduct becomes an emergency. The level of risk to the individual or community should determine the course of action taken. Many faculty and staff members find it helpful to consult with the Department Chair, College Police, the Mental Health Counseling Center, and the Dean of Student Affairs to discuss the behavior(s) and possible methods of response. This consultation may lead to a referral to one or more of the services on campus. We encourage you to consult early and often.

### **Crisis Intervention Behaviors**

Serious stated intent to harm oneself or others, undue aggressive or threatening behavior towards you or others, reports fearful of harm or evidence of injury, severely disruptive or drug use.

### **Contact**

College Police	x6405
Mental Health	x3539
Dean of Student Affairs	x3498

# On Student Conduct for College Faculty and Staff



SAN DIEGO  
CITY COLLEGE

---

## Disruptive Students

---

Any behavior which interferes with the legitimate instructional, administrative or service functions of the college is considered to be disruptive behavior. We define 'classroom disruption' as behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples include repeated, unauthorized use of cell phones in the classroom; persistent speaking without being recognized; or making physical threats. *ASJA Law & Policy Report, No. 26*

### Safety is your Priority

If the behavior threatens the personal safety of students, faculty, staff, or is displayed with such emotional intensity that it causes fear or concern in others, then the disruptive behavior should be classified as a crisis and District Police Dispatch should be contacted at 619.388.6405 or TTY 619.388.6419 immediately.

### Options

If you are not sure if a behavior is disruptive, you may consider these options:

1. Get a second opinion
2. Ask a colleague to sit in your class
3. Go with your gut instinct

### Student Rights

Disruptive behavior should not be confused with the students' rights to express differing opinions and their exercise of fundamental academic freedoms. *District Policy 3100.1*

### Assessing Student Conduct

Assessing disruptive behavior is both subjective and objective in nature. Each person has his/her tolerance level and strategies for handling disruptions. One must take into consideration the severity of the disruption, as well as the number of times and frequency a student has been counseled or disciplined for the same behavior in your classroom.

It is important for faculty to consider the impact the disruption has on his/her ability to teach and maintain order in the classroom or online, as well as the impact of the behavior on other students.

---

## Recommended Approaches

---

### Level One - Inquire

*Ask the student to discontinue the disruptive behavior.*

Use discretion to address the student individually outside of the class. You may also want to make a general statement to the class, such as, "there seems to be a lot of private discussions going on here, I am going to ask everyone to please be quiet".

### Level Two - Verbal and Written Warning

*If the behavior continues, issue a verbal warning to the student, preferably followed up by an e-mail to the student, to have a written record.* Perhaps communicating, for example: "If this behavior continues, you may be removed from the class or action may be taken by myself and/or the Dean of Student Affairs".

### Level Three - Removal from Class

*If the student's conduct persists, consider removing the student from the class for the remainder of that class period and for the following class period.* Contact the Office of Student Affairs, x3498 if you have questions. A professor may remove a student for the day of the incident, and the next day. Absences for this reason are excused for the student; however make up work is at the professor's discretion. Communicate to the student that they are being removed from the class. You can do this in person, e-mail, mailed correspondence, etc. You may also consider referring the student to the Office of Student Affairs to be advised of their rights and responsibilities.

### Removal of Disruptive Student Process

1. Document and immediately contact the Department Chair and/or Dean to notify them of the situation.
2. Contact Dean of Student Affairs in writing or call 619.388.3498 to report details of the incident.
3. Complete the Removal of Disruptive Student Form downloaded from Faculty/Staff Resources > Forms.
4. Contact College Police if student refuses to be removed from class. Ask the Police Officer to file an incident report and notify the Dean of Student Affairs.

In some situations, matters further addressed through Policy 3100, the formal disciplinary process of the college.

### Your Role

The role of faculty and staff in referring students to resources in situations in which they are distressed is essential. You are often among the first college personnel to observe a student's sign of distress. In addition, you may be very helpful in ensuring our students receive help when they may need it most.

---

## Academic Honesty

---

Policy 3100 also covers issues of academic honesty. In such cases faculty:

- May reduce a grade on the assignment in which the student received the grade.
- If you choose to do so, you must complete an Academic Sanction Form available from the Office of Student Affairs or on the faculty website.
- Questions, contact the Office of Student Affairs at 619.388.3498.

---

## Phone Numbers

---

College Police Dispatch - 24/7	619.388.6405
Access and Crisis Line - 24/7	888.724.7240
Dean of Student Affairs (M)	619.388.3498
Mental Health Counseling (BT-105)	619.388.3539
Medical or Life Threatening	911
College Police - 24/7	619.388.6405
Police Escort - 24/7	619.388.6405

The Office of Student Affairs is here to assist YOU! If you have further questions, please feel free to contact the Office of Student Affairs which can help assist you with issues related to Students Rights and Responsibilities at the college. Contact us at 619.388.3498.

---

### Policy 3100, the Student Code of Conduct:

[www.sdcity.edu/StudentAffairs/StudentRightsandResponsibilities](http://www.sdcity.edu/StudentAffairs/StudentRightsandResponsibilities)