



Las Positas College

Guidelines for Addressing Disruptive Student Behavior

(Advisory Tool)

What is Disruptive Behavior?

Disruptive behavior includes behavior that interferes with the legitimate instructional, administrative, or service functions of the college. However, should any behavior threaten the personal safety of any student, faculty member, staff, or administrator, or be displayed with such emotional intensity that it causes fear or concern in others, at that point such behavior is classified as a **CRISIS** and will necessitate a call to Campus Safety (925) 424-1699.

Preventing Disruptive Behavior in the Educational Setting

Identify and address the **disruptive behavior**. Do not be confused with the student's right to express his/her differing opinions.

It is recommended that the faculty member define the standards of conduct in the course syllabus and thoroughly review with students the behavioral expectations for the class. Examples of unacceptable occurrences in educational settings may include the following:

1. Cheating, plagiarism
2. Conduct that jeopardizes health and safety
3. Tardiness
4. Profanity
5. Pornography
6. Children or pets in class
7. Private conversations or inappropriate displays of affection
8. Uncooperativeness
9. Continually leaving one's seat
10. Eating and drinking
11. Reading unrelated materials
12. Use of all unauthorized electronic devices, such as walkmans, phones, beepers, pagers, ipods, and music players.
13. Soliciting of funds and/or signatures

For the complete range of disruptive behavior covered by college standards of conduct, review Board Policy 5512, Student Conduct and Due Process.



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Recommended Faculty Procedure to Handle Student Misconduct

FIRST INCIDENT →

***Faculty Member/onsite staff asks the student to stop the disruptive behavior.

SECOND INCIDENT →

Faculty member/staff/administrator issues verbal AND written warning (Form A) to student, and consults with their Division Dean.

THIRD INCIDENT →

Faculty member/staff/administrator removes student from educational setting (class, lab, library) for the remainder of the session and at the individual's discretion, the following session.

It is highly recommended that after the student is removed, faculty member/staff/administrator submits Notice of Student Removal (Form B) to Dean of Student Services, with written description of incidents and reasons for student removal. A copy should also be sent to the faculty member's Division Dean.

***Depending on the severity of the misconduct, you may remove a student at any point.



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Form A

Violation of Standards of Student Conduct

(This Written Warning form has been adapted from Board Policy 5512)

Name of Student: _____ (Please print)

Name of Faculty Member/Staff/Administrator: _____ (Please print)

Class: _____ Date: _____

Please mark the appropriate provision(s) for which the student is in violation:

- _____ 1. Obstruction or disruption of teaching. Interference with the course of instruction to the detriment of other students, including but not limited to entering the classroom after the class has started and disrupting the lecture or class activities, including verbal outbursts that disrupt the instructor’s lesson. Failure to comply with the instruction or directives of the course instructor.
- _____ 2. Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech.
- _____ 3. Harassment, including sexual harassment, in violation of state or federal law.
- _____ 4. Cheating or plagiarism in connection with a college academic program.
- _____ 5. Unauthorized entry into, unauthorized use of, or misuse of college property.
- _____ 6. Engaging in lewd, indecent, or obscene behavior on college property or at a college function.
- _____ 7. Other: _____

Comments: _____

A copy of this completed form may be given to the student. The faculty member/staff/administrator should keep a copy and forward a copy to their Academic Dean, and when appropriate, the Dean of Student Services.

Signature of Faculty Member/Staff/Administrator: _____



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Form B
 Notice of Student Removal from Class/Lab/Library

Name of Student: _____ **Student ID #** _____

Name of Faculty Member/Staff/Administrator: _____

Division _____ **Course** _____ **Days/Time** _____

Date(s) of Removal: **1 Day** _____ **2 Days** _____

Cause of Removal: _____

It is highly recommended that the student is required to make an appointment to see the Dean of Student Services (or designee) prior to returning to class.

Signature of Faculty Member/Staff/Administrator

Date

- Original copy to student
- Copy to Faculty Member
- Copy to Division Dean
- Copy to Dean of Student Services