

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.38 Civil Classroom Behavior

The following procedures are followed for implementation of Policy 2.38:

1. Level I Disruptive Behavior

- (a) The instructor may warn the student that such behavior is unacceptable and, if such behavior continues, it may result in the student being directed to leave the classroom. The instructor is advised to make a written record of this incident for his/her personal records in the event further action is needed.
- (b) If the instructor feels the behavior warrants prompt action and/or the behavior continues, the instructor must direct the student to leave the classroom immediately. If the student refuses to leave, the instructor should contact Campus Security at 512-8059. The instructor is required to make a written report of the incident and provide a copy of this report to the student, the department chair, and the Vice President for Academic Affairs using the Classroom Behavior Report Form.
- (c) In the event the student is directed to leave the classroom, the instructor and student should attempt to resolve the issue prior to the next class meeting.
- (d) If the issue cannot be resolved, then the matter must be referred to the department chair, who will meet with the student and instructor to facilitate a resolution. The department chair is required to make a written record of the meeting and provide copies to the instructor and student.
- (e) **If the issue is not resolved to both the instructor's and the student's satisfaction or the department chair believes that the student is in violation of Policy 4.13: Student Conduct and Judiciary or the disruptive behavior becomes a Level II situation, the chair must refer the matter to the Office of Student Services. The Vice President for Academic Affairs will be notified when this occurs. This process must be conducted in a timely manner so the student does not miss more than one week of class.**

2. Level II Disruptive Behavior:

- (a) The first course of action is to contact Campus Security at 512-8059 to defuse the situation as necessary.
- (b) All Level II violations must be referred to the Office of Student Services concerning violation of Policy 4.13: Student Conduct and Judiciary using the Classroom Behavior Report Form. The department chair and the Vice President for Academic Affairs will also be notified.
- (c) The student will be notified in writing by the Office of Student Services concerning violation of 4.13: Student Conduct and Judiciary and will have a hearing opportunity before being sanctioned for misconduct. Once a decision is made, the following will be notified in writing of the decision: the student, the instructor, the department chair, and the Vice President for Academic Affairs.

Current: February 28, 2014; October 04, 2013