WHEREAS, THE FACULTY SENATE OF KAPIʻOLANI COMMUNITY COLLEGE ON THIS 10TH DAY OF APRIL IN THE YEAR 1995, AFTER PROPER ACADEMIC DISCUSSION AND DEBATE, RECOMMENDS TO JOHN MORTON, PROVOST, THE FOLLOWING MOTION:

THE FACULTY SENATE OF KAPIʻOLANI COMMUNITY COLLEGE recommends that the Disruptive Behavior Policy and Suggested guidelines for Faculty and Staff be adopted: as recommended by the Faculty Senate Student Relations Subcommittee.

Kapi'olani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. To fulfill this goal, the College is committed to insure a safe and secure environment for learning and teaching for all students and staff. These disruptive behavior guidelines may offer a starting point for a response which ultimately will manifest your own judgment in choosing from among alternative courses of action available to you. These recommendations are not, in any way, binding. Their intent is to help you anticipate situations and to offer a framework for making your own decisions. It is essential that you familiarize yourself with the Student Conduct Code. Knowledge of this code will provide you with the correct, KCC-sanctioned response should you encounter a student, or even perhaps a non-student, whose conduct disrupts the learning environment. Ask your Department Chairperson or the Dean of Student Services Office - ext.522, Ili`ma 205 - for a copy.

Definition of Disruptive Behavior
Kapi'olani Community College regards disruptive behavior as speech or action which 1) is disrespectful, offensive, and /or threatening, 2) interferes with the learning activities of other students, 3) impedes the delivery of College services, and 4) has a negative impact in any learning environment--including department and staff offices, the Library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, service learning sites, etc. Disruptive behavior includes physically or verbally harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the College.

Preconditions for Effective Classroom Management
At the beginning of the semester, instructors may want to inform students about the Student Conduct Code and make them aware that violation of this code entails consequences. Instructors can also make students aware of their own individual expectations and about generally appropriate classroom behavior. The course syllabus can be an effective tool for correlating appropriate behavior and course objectives and/or program competencies. Instructors can also discuss impermissible behavior, disciplinary action, and sanctions in accordance with the Student Conduct Code.
Instructors may want to prepare an emergency plan of action for the classroom that deals with crisis situations at the beginning of each semester. This plan may include -

a) designating student assistants to notify campus Security (542) or Police (9-911) via phone, or to attract the attention of other faculty/staff/students in the vicinity;
b) working cooperatively with faculty/staff members who are located in close proximity to develop procedures for assisting one another in emergency or crisis situations;

c) knowing the names and phone numbers of the on-duty evening administrators;

d) informing colleagues, the Department Chair, Security, and/or the Counseling Office of any potentially disruptive students;

e) informing Security (ext. 542) of your plans to be on campus during off-hours or low activity hours (very early or very late);

f) learning the location of public and staff phones within the vicinity.

Suggested Procedures to Follow

1. SERIOUS AND DANGEROUS DISRUPTION

   This is behavior that is perceived as being dangerous to the extent of threatening physical and mental harm, injury, indignity, harassment, or which involves written and spoken abuse to the instructor, staff or to other students in the classroom or learning environment; or which threatens damage to college property or property of students or college employees. If the student causes damage and/or threatens bodily harm on self or others or if the student creates substantial disruption of normal campus activities, **tell the student to leave. The safety and well-being of your students and yourself come first.**

   Step 1: Remain calm and avoid words or actions that may accelerate the disruptive behavior. Tell the student to leave.

   Step 2: In situations where the student does not leave and the disruptive behavior continues and there is no phone available, Security authorities recommend that the instructor and other students leave the learning environment **together** and get immediate assistance from Security and/or the Police. (Be prepared to give Security your exact location.) Remaining together as a group may serve to protect both students and the instructor.

   However, depending on your discretion and perception of the disruptive crisis, you may find it more reasonable in a given situation to:

   1) dismiss the class immediately, or

   2) agree to reconvene the class at another location.

   Step 3: If the disruptive student does leave, notify Security (ext. 542), and Police (9-911) immediately. Be prepared to give Security your exact location. Be aware that Security officers have no police power and are not authorized to carry firearms. They do, however, have direct telephone access to the Police Department.
Note: The problem is not solved just because the immediate threat or disruption is diffused. Consult Security, your Department Chair, and the Dean of Student Services in taking proactive measures to insure the safety of your students and of yourself following any instance of serious disruption.

Note: If the disrupters are not students of the college, or if the seriousness of the situation requires it, call the Police (9-911) immediately.

Step 4: Write up the incident for action under the Student Conduct Code and deliver your incident report immediately to the Dean of Student Services. Also forward a copy to your Department Chairperson.

Step 5: Refer class members who have been traumatized for counseling.

II. MODERATE DISRUPTION AND MINOR DISRUPTION

The behavior is perceived as disruptive, disrespectful, offensive, and/or threatening and interferes with the learning of other students or impedes the delivery of college services. Moderate and minor disruptive behavior may include speech or action that is not part of the learning process and which creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students, instructors, or staff.

The disruptive behavior may stem from a conflict with the instructor, staff or another student, from the course itself, or from personal problems. Instances include situations in which the student deliberately distracts other students from the task at hand, talks loudly out of turn during lecture, monopolizes the discussion, makes unreasonable demands for attention or special treatment to the detriment of to the students in or out of the classroom, makes disrespectful comments (written or verbal) to the instructor or to another student, hinders cooperation, harasses or intimidates a college employee or another student, or engages in other behavior covered in the Student Conduct Code.

Step 1: Make a reasonable attempt to talk to the student first. Determine whether the disruptive behavior in any way relates to problems that the student is having in class or to other situational factors which the instructor may be able to directly effect. Very often a private conversation with the student can be more productive than a scolding or a warning in the presence of other students.

Step 2: If the instructor has acted reasonable in accordance with Step 1 above, and the student remains disruptive, disrespectful, offensive and/or threatening, the instructor may choose to:

a) Contact the Dean of Student Services, the Department Chair and/or the Counseling Office, who may choose to consult with the instructor outside of class, observe the behavior in class, then meet with the student to discuss the situation, or facilitate a communication process between
the instructor and student. Depending on the nature and perception of the disruption, the student may be referred to other support services; and/or
b) write up a contract with the student that clearly identifies behavior and actions for the student to take and the consequences of inappropriate behaviors, and/or
c) ask the student to leave the classroom or learning environment, and/or
d) seek the assistance of other professionals.

Step 3: If you ask the student to leave, and the student refuses to leave, call Security (ext. 542). Document the incident. Follow up with Security and take proactive measures for your safety and for the safety of others.

Step 4: Initiate the process of taking formal action against the student by notifying your Department Chairperson and the Dean of Student Services of this incident in writing.

Special Notes-
1) Documentation
Document all incidents of disruptive, disrespectful, offensive and/or threatening behavior as they arise, even through they may appear to be minor at the time. Documentation should be objective. Include date, time, location, and the names of persons involved. If you make a subjective judgment about the behavior, substantiate it with objective and specific examples, using direct and accurate quotes and give an explanation of the context in which it was said. A pattern of disruptive behavior can be used to substantiate charges made against the student, and/or it can bring about some mediating action. Submit your document to the Dean of Student Services and to your Department Chairperson.

2) Disciplinary Action
Disciplinary actions which the College may impose include a formal warning, probation, suspension, and dismissal. An instructor referring a student for disciplinary action does so under the provisions of the Student Conduct Code. This Code stipulates that the Provost may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, students whose behavior is disruptive may be subject to immediate disciplinary action in an emergency situation. In such cases the Provost may impose the sanction of suspension prior to a hearing.

For further information, please refer to the Student Conduct Code available at the Department Chairs' offices or the Dean of Student Services Office, Ilima 205.

Nancy J. Bushnell, Chairperson                                      Janice Cook, Vice Chairperson