



OSC OFFICE OF STUDENT CONDUCT

Guide for Disruptive Student Behavior

MINIMUM DISRUPTIVE BEHAVIOR

- Repeated and disruptive tardiness
- Eating and/or drinking in class (if not permitted)
- Electronic devices going off in class
- Sleeping or reading a newspaper and/ or magazine in class
- Performing a distracting repetitive act such as tapping feet or fingers, popping gum, or talking
- Disrespectful engagement online or in-person of regarding how the course content was presented and/or unsolicited conversation during instruction or lecture

FACULTY RESPONSE

- Immediately ask the student to stop the behavior
- Arrange to talk with the student privately about the inappropriate behavior
- If behavior continues, remind student of previous discussions regarding consequences should the behavior continue
- It is suggested that you consult with your Program Lead for additional assistance regarding classroom management techniques.
- Document the situation and all private conversations for the student's file within the academic department as well as all referrals
- If the Program Lead or Department Chair discusses the behavior with the student, please have them document the meeting for the student's academic department file.

PRIVATE CONVERSATION

- A. Clearly state your behavioral expectations and consequences for noncompliance (*this is a reminder of behavior expectations from your syllabus*)
- B. Listen to the student's response(s) and take notes. Ask, "Anything else?" Repeat as necessary until student confirms they have stated their side of the story and document everything
- C. Be specific about which type of behavior that is disruptive and how it impacts the other learners
- D. Acknowledge the student's strength(s) and your support for their success
- E. Summarize the student's perspective and ask if you understood them correctly
- F. Clearly explain the specific consequence if the inappropriate behavior continues, including potential referral to the OSC

HINTS

- Persistent minimum disruptive behaviors can escalate to significant level concerns. It is best to pre-plan how you may use consequences to manage inappropriate/ disruptive classroom behaviors.
- Written documentation needed for the file includes: description of what happened, what was said or done, when it happened, and who was involved in a non-judgmental manner (see "Instructions for writing Incident Reports")



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<u>SIGNIFICANT DISRUPTIVE BEHAVIOR</u>	<u>FACULTY RESPONSE</u>	<u>EXAMPLES</u>	<u>HINTS</u>
<ul style="list-style-type: none">• Persistent Minimum Level behaviors (3 or more)• Use of language, bodily movements or gestures that a reasonable person would consider intimidating• Threatening such as: “Dr. _____ should be careful when they see me around campus!”• Persistent email harassment (4 or more separate instances)• Invading one’s personal space or blocking an entry or exit way• Moving around the classroom in a threatening manner and/or without authorization (e.g. During a lecture)• Confrontation during office hours• Explicit or implicit threats• Imminent danger of hurting self or others• Sexual harassment	<ul style="list-style-type: none">• If danger is imminent, call 911• If necessary, ask the student to leave the classroom, if they become non-compliant call the Center Assistant and/or Security• When filing a report with the OSC, click the box to have a copy emailed to yourself. Place that copy in the student’s academic department file• For incident report writing style, please see the document “Instructions for Writing Incident Reports”• File a report with OSC by following this link: https://cm.maxient.com/reportingform.php?NationalUniv&layout_id=0	<ul style="list-style-type: none">• “Joe, your repeated texting is disrupting the class. You have been asked on several occasions to put your cell phone away. Please leave class now and be aware that I will be filing a report with the OSC. They will be in contact with you.”• “Susan, your side comments are disruptive. In this class, my expectation is that you will listen to the discussion without being disruptive to the other learners. We have had this discussion on many occasions and now I will be referring you to the OSC. They will be in contact with you.”• “Linda, intimidating and threatening other students is not acceptable in this class, or this school. Please leave now and I will be filing an Incident Report with the Office of Student Conduct. They will be in touch with you.”	<ul style="list-style-type: none">• Consistently enforce behavioral expectations and consequences throughout the term• Have an emergency plan in mind before you need one• Be sure to introduce yourself to the Security Guard, so they know who you are and that you are Faculty• Know how to call the Center Assistant• Know how to call your Program Lead• Know how to call the ARD• Know how to call the Security Guard• Know how to file an Incident Report with OSC

To file an incident report regarding student academic or behavioral conduct please go to the link below:

https://cm.maxient.com/reportingform.php?NationalUniv&layout_id=0

For questions or consultation with a staff member of the OSC:

Office of Student Conduct
(858) 642-8040
osc@nu.edu