

## Guidelines for Handling a Disruptive Student

### Purpose:

The purpose of these guidelines is to provide Hawai'i CC employees with guidance on how to respond in the event that a student displays inappropriate behavior. These guidelines are aligned with [\(EP\) 7.208 Systemwide Student Conduct Code](#) and [Hawai'i CC Student Conduct Code Administrative Procedures](#).

To help promote appropriate student conduct, students shall be provided with information about expected behaviors and consequences of inappropriate behavior. This information shall be widely disseminated through a variety of media, including but not limited to:

- College Websites
- College Catalog
- Email blasts
- Class syllabi

### Guidelines:

In all cases, the first priority shall be the safety and well-being of all persons. To this end, if a student's behavior poses imminent danger, i.e. student(s) with weapon, student(s) threatening self and/or others with imminent harm, student(s) that exhibit irrational behavior and/or irrational verbalization, , the following steps shall be taken.

1. Call HPD at 911 to report incident.
2. Call Campus Security at 808-854-1420 (Manono) or 808-640-6515 (Pāalamanui) or KōEC (808) 775-8890.
3. Follow instructions of emergency personnel and Campus Security.
4. Evacuate classroom or cancel/dismiss class (if it is not possible to isolate student).
5. Document the situation as appropriate (usually done when situation has been de-escalated):
  - a. Location of incident;
  - b. Nature of the incident;
  - c. A physical description of the distressed individual.
6. Notify the Vice Chancellor for Student Affairs (VCSA), the Vice Chancellor for Academic Affairs (VCAA), the CARE Team, and the Student Conduct Administrator, as appropriate, for follow-up.

Disruptive Behavior:

### **In-Person Classes:**

In the case of distracting and disruptive behavior that is not imminently threatening or harmful to the student or others, Hawai'i CC personnel shall, as privately as possible, ask the student to stop the inappropriate behavior and remind the student of expected behavior and the Student Conduct Code, if applicable. If the student does not stop the inappropriate behavior, Hawai'i CC personnel may ask the student to remove themselves from the location (classroom, office, campus, etc.). If the student refuses to remove themselves, the Hawai'i CC personnel should contact Campus Security for assistance. Physical force or contact with the student is prohibited.

### **Off-Campus Classes/Educational Activities (Huaka'i, Conferences, Travel, Etc.):**

In the case of distracting and disruptive behavior that is not imminently threatening or harmful to the student or others, Hawai'i CC personnel shall, as privately as possible, ask the student to stop the inappropriate behavior and remind the student of expected behavior and the Student Conduct Code, if applicable. If the student does not stop the inappropriate behavior, Hawai'i CC personnel may ask the student to remove themselves from the

off-campus location if possible. If the student refuses to remove themselves from the location or removal is not immediately possible, the Hawai'i CC personnel should contact the Police for assistance. Physical force or contact with the student is prohibited. If the situation is imminently threatening, contact the local police department.

**Online Synchronous Classes:**

In the case of distracting and disruptive behavior that is not imminently threatening or harmful to the student or others, Hawai'i CC personnel shall, as privately as possible, ask the student to stop the inappropriate behavior and remind the student of expected behavior and the Student Conduct Code, if applicable. If the student does not stop the inappropriate behavior, Hawai'i CC personnel may ask the student to remove themselves from the virtual call. Should the student not remove themselves, the instructor may remove them from the virtual call.

If the situation escalates to removal, the Student Conduct Administrator should be notified in writing about the incident, as soon as feasible, so they can review to determine if the behavior(s) rises to the level of a possible violation(s) of the UH System Student Conduct Code.

If the situation occurs within a class and the student is removed from the class, the instructor should consult with their division chair, dean, and Vice Chancellor for Academic Affairs prior to the next class meeting to determine if the student will be allowed to participate in subsequent classes. The VCAA makes the determination of whether or not the student may be allowed to participate in subsequent classes.

The Care Team may be notified at any time there is a concern about a student's behavior and/or well-being.

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