

### Guidelines for Handling a Disruptive Student

Purpose:

These guidelines are based on ensuring personal safety and are consistent with the **HawCC Student Conduct Code**. These guidelines are to be used with said code of conduct.

Guidelines:

1. To help promote appropriate student conduct, the instructor includes in the course syllabus reference to the Student Conduct Code available at the HawCC website. The instructor may include additional expectations of class interaction and decorum in the course syllabus (i.e., respecting students' expectation to learn in a safe and non-disruptive environment) which is distributed on the student's first day in class and acknowledged by the student on a sign-in sheet.
2. Non-physically distracting and disruptive student in the class. *Examples:* coming to class late, sleeping, annoying finger-tapping, talking out of turn, using rude language, inappropriate postings or emails in internet classes. The instructor asks the student to stop, takes the student aside if in a classroom, and reminds the student of the established expectations for class conduct. If the student does not stop, the teacher asks the student to leave in a face-to-face class. If the student does not leave, the instructor should enlist the support of other college personnel (faculty members, administrators, campus security guard at 854-1420 on the Manono Campus, at 974-7911 on the Main Campus, at 911 at satellite sites and 854-7577 at the UH Center at West Hawai'i). Physical force, including touching, must be avoided. The instructor must judge, based on the nature of the disruption, whether the class period can continue once the offending student leaves. In Hilo, subsequent to the class period, the instructor should consult with the division/unit head and the Vice Chancellor for Academic Affairs (VCAA) regarding the circumstances leading to the removal of the student. At satellite sites, the instructor should consult the site administrator and the VCAA. If the student is prohibited from participating in the next class, the VCAA will notify the student that participation is prohibited until further notice. The incident is reported in writing by the instructor and by the campus security guard, if involved, to the Vice Chancellor for Student Affairs. The instructor may consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.

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<sup>1</sup> Supersedes Haw 7.102, June 1, 2009; November 4, 1994  
Revised Procedures issued by Rockne Freitas, Chancellor

3. Non-physically threatening and disruptive student in a non-classroom setting, i.e., division offices or student services offices or library or learning/testing centers or outside. *Examples:* being noisy, using rude language, not following guidelines for the use of the non-classroom setting. The staff reports disruptive student to the supervisor. The supervisor takes the student aside and reminds the student that the behavior is not appropriate. If the behavior persists, the supervisor calls the campus security guard at 854-1420 on the Manono Campus, 974-7911 on the Main Campus, 911 at satellite sites, and 854-7577 at the UH Center at West Hawai'i to have the student escorted off the campus. The incident is reported in writing by the supervisor and by the campus security guard, if involved, to the Vice Chancellor for Student Affairs. The supervisor can consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.
  
4. Student whose behavior is imminently physically threatening or harmful to himself/herself or others. *Examples:* threatening to jump from a building, using a weapon to threaten safety, holding hostages. The [UH Administrative Policy for Workplace Non-Violence Campus Procedures](#) (A 9.730) requires ALL four initial tasks: (1) Call the police at 911, and (2) Call Campus Security at sites where campus security is available (854-1420 on the Manono Campus, 974-7911 on the Main Campus, 911 at satellite sites or 854-7577 at the UH Center at West Hawai'i), and (3) Call the Vice Chancellor for Administrative Affairs (or the closest administrator), and (4) decide whether to continue operations or evacuate the area. Call medical emergency service. The Chancellor or his designee convenes the Campus Crisis Management Team (CCMT) to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy. The CCMT handles situation through counseling or student conduct code.
  
5. If there is a shooting incident, seek cover to protect yourself in a secure place. Do not run outside. If doors can be locked from the inside, lock doors if the shooter is outside. Stay low below windows, out of sight. Call the police at 911 immediately to report the shooting and request medical emergency assistance. Remain in a secure place until “All Clear” announcement is given. The Chancellor or his designee convenes the Campus Crisis Management Team (CCMT) to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy.