

The First Contact

Staff, Faculty/Adjunct Faculty, Administrators, etc.



AGGRESSION AND ILLNESS

If you see or are dealing with aggressive behavior or other unusual situations, or if you see or are dealing with a person who is injured or whose behavior seems erratic:

MORAINÉ VALLEY POLICE DEPARTMENT

Phone: **708-974-5555**
Location: Building P

www.morainevalley.edu/police

DISRUPTIVE BEHAVIOR

If you see or are dealing with a student who is displaying disruptive and insubordinate behavior:

OFFICE OF STUDENT LIFE & JUDICIAL AFFAIRS

Phone: **708-974-5390**
Location: Due to construction activities, please refer to the Web site listed for the current location of this office.

www.morainevalley.edu/studentlife/judicial/judicial.htm

EMOTIONAL SUPPORT

If you see or are dealing with a student who “needs to talk to someone” about a personal concern or is experiencing a psychological or emotional issue (i.e., severe depression, suicidal ideology or talk of alcohol or drug misuse):

COUNSELING & CAREER DEVELOPMENT CENTER

Phone: **708-974-5722**
Location: Due to construction activities, please refer to the Web site listed for the current location of this office.

www.morainevalley.edu/counseling

DISABILITY

If you see or are dealing with a student with a disability who requires assistance, advise the student to seek assistance from:

CENTER FOR DISABILITY SERVICES

Phone: **708-974-5711**
Location: Due to construction activities, please refer to the Web site listed for the current location of this office.

www.morainevalley.edu/cds

Mission Statement

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning, and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

Core Values

Integrity • Responsibility • Respect • Fairness • Diversity

 **Moraine Valley**
Community College
Changing Lives for a Changing World



Faculty/Staff 911 Guide

Helping Students in Difficulty

Students in Distress

The Office of Student Life and Judicial Affairs has developed this informational guide as a means to assist faculty, staff and the college community when dealing with troubled students.

Emergency	Ext. 5555
Moraine Valley Police Department	Ext. 5555
Counseling and Career Development Center	Ext. 5722
Center for Disability Services	Ext. 5711
Student Life and Judicial Affairs	Ext. 5390

If you are dealing with students in difficulty:

- Be aware of the location of the nearest telephone, whether it is within the building or a personal cell phone.
- If the student is a threat to others, contact 911 or the Moraine Valley Police Department immediately.
- If the student is causing classroom disruption, but not a threat to others, discuss with the student individually and complete a Code of Student Conduct Report with the Office of Student Life and Judicial Affairs.
- You may always ask the disruptive student to leave the classroom.



If in doubt, always call the Moraine Valley Police Department.



Students with Disruptive Behavior

The Code of Student Conduct outlines rules of conduct regarding students with disruptive behavior. For a complete copy of the Code of Student Conduct, please visit

www.morainevalley.edu/studentlife/judicial/judicial.htm

Conduct—Rules and Regulations (partial examples)

- Disruption or obstruction of any operation of the college, including, but not limited to, teaching, disciplinary proceedings, college activities, public service functions on or off campus, or other authorized noncollege activities, when the act occurs on college premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, fighting, hazing, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
- Conduct performed in such unreasonable manner as to alarm another and to provoke a breach of the peace.
- Conduct which is disorderly; breaching the peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by the college.
- Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- Use, possession or distribution of a narcotic or other chemical substance except as expressly permitted by law.
- Harassment: defined as behavior (including written or electronic communication such as AOL, IM, etc.) directed at a member of the college community which is intended to and would cause severe emotional distress, intimidation or coercion to a reasonable person in the victim's position, or would place a reasonable person in the victim's position in fear of bodily injury or death.
- Failure to respect the privacy of other individuals.



Q&A on Classroom Disruption

Q. When should I call the police?

A. “You should call the campus police whenever you believe there is any threat of violence or other unlawful behavior—including a student’s refusal to leave a class after being told to do so. Any threat of violence should be taken seriously. Err on the side of caution and notify the police as soon as you can.”

Q. How should I respond when classroom disruption occurs?

A. “Faculty members have broad authority to manage the classroom environment. One court compared teachers to judges, since both teachers and judges focus on relevant issues, set reasonable time limits, assess the quality of ideas and expression, and make sure participants are heard in an orderly manner.”

“While their ultimate goals may be different, judges and teachers need to exercise authority with compassion and self-restraint. It’s best to correct innocent mistakes and minor first offenses gently.”

“Also, if you believe inappropriate behavior is occurring, consider a general word of caution, rather than warning or embarrassing a particular student (e.g., a good approach is to say ‘we have too many private conversations going on at the moment; let’s all focus on the same topic’).”

“If the behavior in question is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms, and have no intent to be offensive or disruptive.”

“There may be rare circumstances when it is necessary to speak to a student during class about his or her behavior. Correct the student in a courteous manner, indicating that further discussion can occur after class.”

“Overall, key factors in responding to apparent disruptive or uncivil behavior are clarity in expectations; courtesy and fairness in responses (making sure students have an opportunity to discuss the incident with you in a timely manner); and progressive discipline, in which students (in less serious cases) are given an opportunity to learn from the consequences of their misbehavior, and to remain in the class.”

“Q & A on Classroom Disruption” reprinted from the ASJA Law & Policy Report, No. 26, Copyright: ASJA & Gary Pavela: All rights reserved

Q. What should I do in the face of persistent disruption?

A. “A student who persists in disrupting a class may be directed by the faculty member to leave the classroom for the remainder of the class period, and the faculty member can refer the student to the Office of Student Life and Judicial Affairs for conduct action. The student should be told the reason(s) for such action, and be given an opportunity to discuss the matter with the faculty member as soon as practicable. Prompt consultation should also be undertaken with the department chair and the assistant dean of Student Life and Judicial Affairs.”

Q. How should disruptive behavior in the classroom be defined?

A. “We define ‘classroom disruption’ as behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples include repeated, unauthorized use of cell phones in the classroom; persistent speaking without being recognized; or making physical threats.”

Q. What if a disruptive student claims the disruptive behavior is the result of a disability?

A. “The fact that a student may have a disability should not inhibit you from notifying appropriate authorities about disruptive behavior, including the campus police, as needed.”

Although such students may be considered disabled and have legal protections under the Rehabilitation Act of 1973—Section 504 and the Americans with Disabilities Act of 1990, they are expected to meet the same standards of conduct as all students. It is important that instructors establish the standards for his or her classroom and enforce them for all students, in conformance with the principles of academic freedom. Students with or without disabilities need to know they must adhere to reasonable behavioral standards.”

Q. Will I be liable for defamation if I call the police or refer a student for disciplinary action and it’s later determined I made an honest mistake?

A. “The risk of liability for making such a report is virtually nil. There are strong public policy reasons to support and protect individuals who make good faith reports of wrongdoing to appropriate officials, even if those reports later prove to be mistaken. Common law (or statutes in some states) give people who report misconduct to proper authorities a ‘qualified privilege.’ That means they cannot be held liable for defamation unless their report was made in bad faith, with knowledge the information they provided was false, or in reckless disregard of its truth or falsity.”

Q. Should I act immediately or wait for a pattern of misbehavior to occur?

A. “It’s often a mistake to assume disruptive behavior will stop on its own. A fundamental tenet of progressive discipline is to document and respond to ‘small’ incidents sooner rather than later. Early intervention—sometimes in the form of a ‘behavioral contract’ developed by the assistant dean of Student Life and Judicial Affairs or designee and a referring teacher—might help define needed boundaries for a student. Generally, teachers who state reasonable expectations early, and enforce them consistently, help students avoid the harsher consequences that flow from more serious infractions later.”

Q. What confidentiality standards should I follow?

A. “The college will take appropriate disciplinary action in cases of proven classroom disruption. Consequently, you should discuss allegations against named or identifiable students only with individuals who have some role in the disciplinary process. Examples of people who usually have such a role include your department chair and the assistant dean of Student Life and Judicial Affairs. A general rule to keep in mind is that you should refrain from sharing any personally identifiable information from student education records (like grades, or reports of misconduct) with any person (including a colleague) who has no educational interest in the information. If in doubt, confer with legal counsel.”

**Office of Student Life and Judicial Affairs
(708) 974-5390**

www.morainevalley.edu/studentlife/judicial/judicial.htm