

**Cochise College
Administrative Policy**

**Category: Instruction
Policy Number: 3025
Title: Disruptive Students**

Instructors have the responsibility to maintain a classroom environment that is conducive to effective teaching and learning. In order to meet this responsibility, instructors may take certain actions to stop disruptive student behaviors.

**Procedure 3025.1
Removing Disruptive Students**

1. If a student's behavior is disruptive, the instructor should address the conduct with the student who is causing the disruption. This should be done immediately and discreetly with the student.
2. If the student and instructor resolve the issue, the instructor should document the meeting.
3. If the student's behavior is egregious, the instructor may ask the student to leave the class. The instructor has the option of setting up a meeting with the student prior to the next class or, if the instructor is not willing to meet with the student, the instructor can have the student instead meet with his or her instructional manager prior to the next class. If the student will not comply with the instructor's directive to leave the class, the instructor should contact college security and have the student removed. If security becomes involved, the student should be referred to the dean of student services for violation of the college's Social Standards Policy (4006). The instructor should contact his or her instructional manager with documentation of the issue if he or she is referring the student to the manager.
4. If the student will not agree to meet with the instructor, he or she will be referred to the instructional manager.
5. The instructional manager will meet with the student prior to the next class. If the issue is resolved, the manager will communicate with the instructor and student in writing concerning the implementation of the resolution.
6. If the issue cannot be resolved by the student and the instructional manager, a meeting will be called with all those involved (instructor/student/instructional manager) to gather further information for clarification of the issues and a potential solution (which will be communicated to all the parties in writing by the instructional manager).
7. If a resolution cannot be reached after the "all parties" meeting, the instructional manager will determine a resolution and notify the student and the instructor in writing of the decision. If the student or the instructor disagrees with the manager's decision, he or she may appeal the decision within two working days of receiving the manager's written decision after the "all parties" meeting.

8. Any appeal must be submitted in writing no later than two days upon the receipt of the instructional manager's decision. The appeal must include all rationale pertaining to the disagreement. The instructional manager will forward the appeal, along with any previous documentation, to the vice president for instruction.
9. If there is no appeal, the instructional manager will implement his or her decision of the issue.
10. The vice president for instruction will set up a meeting of all those involved in the issue. If an appeal is granted, the vice president for instruction will communicate his or her decision to everyone in writing and will oversee the implementation of the decision. If an appeal is not granted, the vice president for instruction will communicate in writing his or her decision to all those involved and refer the decision back to the instructional manager for implementation.
11. If a resolution is reached at any point in favor of the student at any point in the process, the student will be allowed to complete all class work and assignments missed during this process.
12. The vice president for instruction's decision is final, and there is no further appeal.

Procedure 3025.2
Limits

While instructors may remove a disruptive student from class, they may not

1. drop a student based solely on disruptive behavior without following the above procedure;
2. violate any local, state, or federal law, or established College policy, when working with a disruptive student;
3. demean or humiliate a student in or outside of class while ending disruptive activity.