

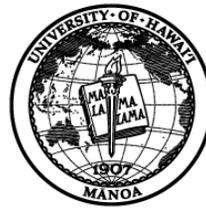
Referral to the Office of Judicial Affairs

If a student's behavior is disrupting or the student has not responded to clear communication about appropriate behavior, additional assessment and response may be needed. To make a referral, complete written documentation of the problem behavior is required. The student may access this documentation so make sure it contains only factual, descriptive information. If the student interferes with the orderly functioning of a classroom or office, the instructor's ability to teach or the safety or welfare of others, the student may be prohibited from returning to the classroom or office pending the disciplinary hearing. In addition, orders prohibiting contact with specific individuals can be issued.

The purpose of the disciplinary investigation which ensues after receipt of a referral is to determine the facts of the case, hear the student's perspective, and determine an appropriate disciplinary response, ranging from a warning through expulsion from the University. In addition, educational requirements such as referrals for psychological counseling may be made. Disciplinary decisions take into consideration both the needs of the campus community and the accused student.

Please call the Office of Judicial Affairs for a copy of the **Student Conduct Code** or go to

http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/



University of Hawai'i at Mānoa

Office of Judicial Affairs
Student Services Center 207
2600 Campus Road
Honolulu, HI 96822
(808) 956-4416 fax (808) 956-2537

Special thanks to our colleagues at Colorado State University for their inspiration to create this brochure

Important Campus Telephone Numbers

Emergencies.....	911
Campus Security.....	66911
Counseling Center.....	67927
Office of Judicial Affairs.....	64416
Program on Conflict Resolution.....	66433
Vice Chancellor for Students.....	63290

Disruptive Student Behavior

Guidelines for Faculty and Staff



**Office of Judicial Affairs
University of Hawai'i at Mānoa**

www.studentaffairs.manoa.hawaii.edu/departments/judicial_affairs.php

Disruptive Student Behavior

National trends show an increase in disrespectful and disruptive student behavior on campuses of higher education. This behavior may be a clear violation of the University of Hawai'i at Mānoa **Student Conduct Code**. Sometimes, however, the behaviors are merely frustrating or troublesome. Many of these inappropriate behaviors can be easily and directly dealt with by faculty or staff members. Other cases may require consultation, University disciplinary action, or immediate emergency response. This brochure is designed to help faculty and staff members assess behavior and determine the appropriate course of action.

Definitions

Disruptive behavior includes any “types of behavior that conflict with the community standards that the UH values and expects of students” (**Student Conduct Code**, p. 9). Disruptive behavior directly or indirectly interferes with, disrupts, or obstructs the processes of teaching, learning, research, service, administration, and/or other UH activities whether on or off campus. Disruptive behavior persistently or grossly interferes with academic or administrative activities. Such behavior actively inhibits students’ ability to learn, instructors’ ability to teach, or the regular operation of campus. Occasionally, disruptive behavior may even include conduct which threatens or endangers the physical or psychological health, safety or welfare of others.

Prevention

In order to foster a campus culture of respect and civility, it is important to articulate expectations, encourage discussion, and respond to problems consistently. Faculty members encounter fewer problems with student behavior when they clearly state their expectations about the importance of respectful classroom behavior. The following statement can be used by faculty members in their course materials and early in class discussions:

It is a privilege to be a member of the University of Hawai'i at Mānoa community. This privilege provides students with the opportunity to learn and to participate in the many programs that are offered on campus. Along with this privilege, students are expected to be responsible

*in relationships with others and to respect the interests of the institution. These interests are fully set forth in the University's **Student Conduct Code**.*

Faculty members are encouraged to respond to behaviors which are disruptive to the academic environment. Students may be referred to the Office of Judicial Affairs for possible disciplinary action including suspension, dismissal or expulsion and/or Campus Security summoned in serious cases of disruptive behavior.

Whether these specific statements are used or not, faculty members should make their individual classroom expectations clear.

Immediate Threat

If there is an immediate threat to safety to any person, Campus Security should be contacted immediately (x66911). The average Campus Security emergency response time to on-campus locations is under two minutes. The Campus Security emergency dispatcher will contact other services, such as ambulances or the Honolulu Police Department, if needed. If you are unable to make the call yourself, designate a specific person to do it (“You, in the red t-shirt, go call 66911 now.”). When making a call to Campus Security, provide as much information as possible about the nature of the problem.

Faculty or Staff Response

Individual faculty or staff members are encouraged to provide a first-level response to problem student behavior unless they feel threatened or the behavior warrants more serious attention by the University. Experience indicates that, despite the common fear that responding to problem behaviors will escalate the trouble, the opposite is true. Concurrently, other students have expressed gratitude when faculty members respond effectively to problem behaviors.

An individual student exhibiting inappropriate behavior should be approached in a private conversation whenever possible. The conversation should include a description of the problem behavior, why it is a problem, expectations of future behavior, and the specific consequence of continued problems. One possible consequence would be referral to University discipline.

Recommendations

- ✓ Set expectations and tone for your classroom
- ✓ Learn strategies for diffusing problems
- ✓ Respond immediately to problem behaviors before they increase
- ✓ Document problem behaviors in writing
- ✓ Keep interactions with students calm and respectful
- ✓ Consult and seek advice when needed
- ✓ Create a safer setting when meeting with a student by having another person close by or present
- ✓ Follow through with stated consequences if problem behavior continues
- ✓ Provide opportunities for teaching assistants and less experienced faculty or staff to discuss problems without fear it will negatively reflect on their abilities

Consultation

Generally, faculty and staff members are clear about which situation they feel comfortable dealing with themselves and which need University or disciplinary or security response. Consequently, if the behavior feels intimidating, threatening or disturbing, it is wise to consult.

Many faculty and staff members find it helpful to first consult with the Department Chair, the Office of Judicial Affairs, or other campus agencies on specific situations to discuss the behavior and possible methods of response.

During early consultation, the Office of Judicial Affairs can check disciplinary records to determine whether there is a prior pattern of problem behaviors. This information is useful in determining how to handle the problem or whether to refer the situation for disciplinary action.

In summary, if faculty and staff members have any concerns on how to handle a particular situation, they are encouraged to consult.