



HOW TO DEAL WITH DIFFICULT OR DISRUPTIVE STUDENTS IN YOUR CLASSROOM/OFFICE

At Napa Valley College, we have established procedures that outline students' responsibilities and rights in an effort to create and ensure an atmosphere conducive to learning and teaching. The information below will assist faculty and staff in becoming knowledgeable about rules and procedures related to student conduct. On the reverse side, we have some available resources for students that you can use as reference. Faculty and staff have the prerogative to interpret this based on their own experience.

<p>'s misconduct or disruption in your classroom</p>	<p>Minor Incident/Disruption:</p> <ul style="list-style-type: none"> x Talk to the student individually before or after class to discuss behavior expectations for appropriate classroom conduct. Share a copy of the Student Code of Conduct with her and inform the student of the sanctions/consequences for repeated misconduct. x Document the occurrence in writing. (This is very important especially if the situation continues or escalates. Student Affairs cannot reprimand the student or institute any disciplinary actions without sufficient information.) <p>Escalated or continued disruption:</p> <ul style="list-style-type: none"> x If disruptive behavior is impacting your teaching or work in the class, ask the student to leave the class for that class meeting and make an appointment with the Director of Student Affairs to obtain approval to return to the next class meeting. For more details on this process, please refer to Section 9 of the Standards of Student Conduct. x After initial disruption has passed, contact the Vice President of Student Affairs (707)2567365 or 2567363, or the College Police (707)2567770 to report the incident and determine the next appropriate step.
<p>A student who is aggressive or threatening:</p>	<ul style="list-style-type: none"> x Contact the College Police immediately (707)256-7777 x Do not leave the class unattended. Instead ask a student to make the call from a nearby office or use the NVC on their phone to call College Police.
<p>A crime on campus or questions about your personal safety:</p>	<p>NVC Police will take reports of crimes and can advise you if you have concerns about your office as located in building 225 (707)2567777</p>
<p>A student who is struggling academically in your classroom</p>	<p>Talk to the student in private and recommend that they make an appointment to see the Counseling Department (707)2567220, Rm 1339. Counselors can help students deal with workload dilemmas, personal difficulties, and other issues that are interfering with their academic success at NVC.</p>

Dealing with:	Established Procedure:
A student who wants to file a complaint or grievance:	x