

DISRUPTIVE STUDENT BEHAVIOR INCIDENT REPORT<http://www.valleycollege.edu/discipline>**Incident Date/Time/Location:**

*Please include course name, if applicable. Example: 08/16/06, 1:30 pm., NH203, ENGL 015***Disruptive Student Name(s):**

*Please include last, first & Student ID#***Witness Name(s):**

*Please include last, first, Student ID#, and contact information***Campus Personnel Notified:**

Your Name/Title:

Incident referred to:☐ **Division Dean***For incidents that occur inside the classroom, please send the original of this report to the appropriate Division Dean and a copy to the Director of Student Life.*☐ **Director of Student Life***For incidents that occur outside the classroom, please send the original of this report to the Director of Student Life.*

Please provide a concrete and detailed description of events and behaviors observed. Use direct quotes when possible, and include descriptions of any bodily injuries or damage to property. Use additional paper if necessary.

Signature:

Date

Disruptive Student Behavior Incident Report

Helpful Hints

Important Phone Numbers:

(909) 384-4491	College Police (Emergency)
(909) 384-4495	Student Health Services (Emotional Crisis Intervention)
(909) 384-8253	Raymond Carlos, Director of Student Life
(909) 384-4473	Ricky Shabazz, Ed.D., Vice President of Student Services

Classroom Incidents: *See Handbook for Faculty in sections titled “Standards of Student Conduct” and “Removal of Students from Class” for additional information.*

1. Have you provided the student with an oral and/or written statement that s/he has violated college policy, disrupted the educational process, or violated your classroom norms? Exceptions to this would be cases that involve threat of violence; in such cases, immediately contact College Police and your Division Dean.
2. Did you indicate that continued disruptive behavior will result in further documentation, including possible dismissal from your class?
3. If the behavior continues despite having provided the student oral and written notice, you may request the student to leave the class and remain out for the balance of the class period and the next regular class meeting. Please document reasons (specific behaviors) that led to removing the student for the class session(s).
4. An instructor may temporarily remove a student from class for up to 2 class sessions (the current and next class) for the following reasons: disruptive behavior; willful disobedience; habitual profanity/vulgarity; open and persistent defiance of authority; persistent abuse of college personnel; threat of force or violence.
5. If you remove a student from the class session and the next regular class meeting, please notify your Division Dean and the Director of Student Life immediately. You must advise your Dean by phone within two hours after the end of class, and by email/writing within 24 hours.
6. Provide your Dean with any documentation you have regarding the student, including written and verbal warnings, policies violated, and any previous actions you may have taken.

Incidents outside of the classroom:

1. Speak with the student about the behavior. If you feel threatened physically, contact College Police at (909) 384-4491.
2. Complete the Incident Report Form, providing a name if you know it; if not, provide a description of the person to the manager in your area. If the manager sees fit, a verbal warning may be given to the student at that time. Otherwise, refer the incident to the Director of Student Life for follow up with the student.
3. If a pattern of disruptive behavior by a student is documented by various departments, the Director of Student Life will follow up with the student and disciplinary action may be taken.