

SECTION: 5.0 Students

SUBJECT: MANAGING DISRUPTIVE BEHAVIOR IN EDUCATIONAL SETTINGS

Title: Managing Disruptive Behavior in Educational Settings

Background: This policy informs both instructors and students of their rights and responsibilities when classroom disruptions occur and establishes a procedure for managing disruptions.

Point of Contact: Vice President for Student Affairs

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Faculty Senate, Students, and Public Safety

Date of approval by LC State authority: September, 2026

Date of State Board Approval: N/A

Date of Most Recent Review: New Policy

Summary of Major Changes incorporated in this revision to the policy: New Policy

1. Scope and Purpose

This policy applies to all LC State instructors and students. It establishes procedures for maintaining productive learning environments by managing disruptive behavior while protecting students' rights to appropriate expression and due process.

2. Definitions

- A. Disruptive Behavior: Behavior in violation of course policies as defined by the course syllabus, the LC State Student Code of Conduct, and/or published program requirements or otherwise deemed by the instructor to be detrimental to the educational environment. Disruptive behavior includes but is not limited to: interruption of instructor or other speakers; behavior creating reasonable fear for safety or well-being; harassment, threats, or intimidation; and the use of unauthorized devices or technology in violation of course policies.
- B. Educational Setting: Any environment where instruction, advising, or academic interaction occurs, including classrooms, labs, faculty offices, field trips, online courses, and activities conducted via electronic meeting technology.

3. Instructor Authority and Responsibilities

- A. Instructors have authority to maintain effective learning environments by determining and implementing appropriate course policies.
- B. They have the responsibility to communicate these policies through course syllabi and/or program requirements.

4. Responding to Disruptive Behavior

- A. Initial Response
 - i. For immediate safety concerns, instructors should contact Public Safety at (208) 792-2815 and report the behavior using the SeeTellNow app.

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- ii. If there is no immediate threat to safety, the instructor should first attempt to address the behavior through direct communication. Verbal conversations should be followed by email correspondence to document the student behavior and the instructor response.
- iii. The instructor may also, at this point, seek the help of the relevant division chair and/or the vice president for Student Affairs to resolve the disruptive behavior.
- iv. Based on the nature and severity of the behavior, or the failure to resolve it, the instructor may have the person removed from the class on a temporary or permanent basis.

B. Dismissal Procedures

- i. The instructor has the authority to dismiss a person from class on the basis of disruptive behavior. The person must comply immediately with the dismissal directive. Temporary dismissal may last one to three class periods beginning with the person's initial removal from class. Class periods include virtual meetings, labs, and official study groups. For classes that meet once per week, temporary dismissal may last no longer than two class periods. In cases where disruptive behavior is sufficiently severe, as determined by the instructor and the vice president for Student Affairs, the process may begin with permanent dismissal.
- ii. The instructor may remove a disruptive person from class for one class period by directly communicating the dismissal directive to the person.
- iii. To initiate temporary dismissal procedures beyond the initial removal from class the instructor must:
 - a) notify person in writing within two business days via official institutional email with a detailed explanation of why the temporary dismissal process is being initiated,
 - b) report dismissal to division chair and vice president for Student Affairs by copying them on the email,
 - c) communicate to the person the conditions that must be met before readmission to the class,
 - d) and establish procedures through which the person can make up missed class work.
- iv. The student must acknowledge receipt of email within one week and comply with the instructor's conditions for reentering the class. If the student does not acknowledge receipt of email within this timeframe and address the conditions for readmission, the instructor may initiate additional institutional disciplinary procedures, which may include permanent removal from the class. Failure to appear when summoned by the vice president of Student Affairs may result in administrative withdrawal at the vice president's discretion.

C. Permanent Dismissal

- i. In cases where disruptive behavior is severe and persists after an initial warning is issued via official institutional student email, the instructor may pursue permanent dismissal from the class.
- ii. To initiate dismissal procedures, the instructor must:
 - a) notify student in writing within two business days via official institutional student email with explanation of why the permanent dismissal process is being initiated,

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- b) report dismissal to division chair and vice president for Student Affairs by copying them on the email, and
- c) prepare a written Statement of Fact including the student's name and ID number; factual details of incident(s) with dates, times, and places; names of witnesses; and an account of previous interventions attempted. The Statement of Fact should be submitted to the division chair, the relevant dean, and the vice president for Student Affairs within two business days of the official notification. In the case of international students, the instructor should also report the dismissal to the Office of International Programs.
- iii. The student may not attend class during the review process.
- iv. The vice president for Student Affairs shall begin to review the case within three business days of receiving the Statement of Fact and shall make a reasonable effort to complete the review and the related adjudication or mediation process within 10 business days.
- v. The instructor should make reasonable accommodations for the dismissed student to make up work missed during the review process.

5. Student Rights and Appeal Process

A. Student Rights

The student has the right:

- a) to written notification of dismissal reasons,
- b) to meet with the instructor and/or the vice president for Student Affairs following temporary dismissal,
- c) to have the matter adjudicated under the LC State Code of Conduct, and
- d) to appeal temporary and permanent dismissals from a class.

B. Appeal Process

If dismissal from the class is adjudicated via the LC State Student Code of Conduct, the standard appeal policies and procedures will be followed.

6. Special Circumstances

- A. Immediate Safety Threats: Acts or threats of violence must be reported immediately to Public Safety and the vice president of Student Affairs. Emergency suspension may be imposed pending investigation.
- B. Title IX Issues: Incidents involving discrimination, harassment, or retaliation must be reported to the Title IX Coordinator and handled under Policy 3.110.
- C. Online Learning: For online disruption, instructors may limit student engagement in discussion forums, virtual meetings, or other digital platforms as appropriate.

7. Support Resources

A. For Instructors

- i. Faculty Senate for policy guidance
- ii. Student Counseling Services for behavioral consultation
- iii. The vice president for Student Affairs
- iv. The SeeTellNow app

B. For Students

- i. Student Counseling Services
- ii. The vice president for Student Affairs
- iii. ASLCSC student advocacy
- iv. Accessibility Services
- v. The SeeTellNow app

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8. Documentation and Record Keeping

All dismissal actions must be documented and retained according to college record retention policies. Documentation should include dates, specific behaviors, interventions attempted, and outcomes.