



Policies and Procedures

TITLE: CLASSROOM INTERRUPTIONS

POLICY NO: 2-18

EFFECTIVE DATE: 02/17/95

VCCS POLICY NO: N/A

REVISED DATE: 05/20/08

I. Purpose:

To minimize the amount of instructional time lost due to unnecessary interruptions.

II. Definitions:

Classroom instruction: For purposes of implementing this policy, classroom instruction includes time spent during classes, laboratories, and in classes conducted outside, such as physical education or surveying classes.

Classroom interruptions: Any interruptions to classroom instruction that is caused by students, faculty, and/or staff.

Disruptive classroom behavior: Any student behavior that interrupts the learning environment. Faculty members are encouraged to determine what is acceptable and unacceptable behavior for their classroom environments. Disruptive classroom behavior includes but is not limited to sleeping in class, prolonged chattering, excessive tardiness or nonattendance, use of cell phones or other electronic devices during class, and verbal or physical threats or attacks.

III. Policy:

Classroom time will be reserved for instructional activities only.

Faculty members have the discretion to determine what is appropriate classroom behavior for their class(es). Faculty members have the discretion to address disruptive student classroom behavior or medical emergencies in the classroom and are encouraged to immediately contact Police and Security Services if a student is exhibiting unusual, suspicious, disruptive, or threatening behavior during classroom instruction. Administrative announcements and other administrative and maintenance activities not related to instruction will be permitted during classroom time only when absolutely necessary and then only when other methods of accomplishing the desired result are not practical.

Law enforcement officers wishing to serve papers on a student will be referred to the college's chief of police and security services.

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Newspaper, television, or radio reporters will not be permitted in the classroom during scheduled instructional time unless initiated by the faculty member involved and with prior approval of the associate vice president of academic affairs, school dean, and students.

All matters related to working with the news media should be coordinated with the office of Marketing and Public Relations.

Police and Security Services will be responsible for handling all emergency situations and visitation of law enforcement officers to the college.

IV. Procedures:

A. Handling disruptive students

1. Faculty members have the discretion to determine what is appropriate classroom behavior for their class(es). They are encouraged to include what is appropriate and inappropriate classroom behavior in the class syllabus and discuss this during the first day of the class.
2. Faculty members have the discretion to address disruptive student classroom behavior and are encouraged to use progressive discipline to do so. This could include but is not limited to:
 - a. Verbal warning
 - b. Written warning
 - c. Loss of class credit
 - d. Removal from the class in which the disruptive behavior occurs
3. Faculty members are strongly encouraged to document inappropriate behavior, including a description of the behavior and how he/she addressed the behavior with the student. This documentation will be important if the student is later referred to the office of Student Affairs to be addressed through [JSRCC Policy No. 1-35](#), Student Conduct.
4. If a student displays behavior that the faculty member believes moves beyond that which should be addressed with progressive discipline, the faculty member may remove the student for one class period, that being the class period that the disruptive behavior occurs. If this occurs, the faculty member must contact the office of Student Affairs to determine the best course of action in dealing with the student, which may include the submission of [JSRCC Form No. 75-0005](#), Student Misconduct Report, to have the student addressed through [JSRCC Policy No. 1-35](#), Student Conduct.
5. Faculty members are encouraged to immediately contact Police and Security Services at 804-523-5911 if a student is exhibiting unusual, suspicious, disruptive, or threatening behavior during classroom instruction.

B. Emergency situations

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1. Police and Security Services will determine if a situation warrants disrupting a class in session.
2. Emergency situations that impact or have the potential to impact the entire college community or large numbers of students, faculty, and staff will be addressed using [JSRCC Policy No. 4-34](#), Emergency Preparedness and Communication in Crisis.
3. Police and Security Services shall be responsible for delivering emergency notification regarding serious issues of a student or faculty member's immediate family during classroom instructional periods.
4. Police and Security Services shall respond to medical emergencies that occur during classroom instructional periods.
5. The Maintenance Department shall inform Police and Security Services of all maintenance activities necessitating the disruption of classroom instructional activities.

C. Visitation of law enforcement officers

1. The chief of police and security services or the campus police supervisor shall be the point of contact for all visiting law enforcement agency representatives in the performance of duties.
2. The following procedures shall be utilized when law enforcement officers seek to serve legal papers on a student or faculty member.
 - a. The law enforcement officer shall report to the campus police supervisor.
 - b. A JSRCC police officer shall accompany the law enforcement officer.
 - c. The JSRCC chief of police or the campus police supervisor will determine the most advantageous time to approach the student or faculty member on campus.
 - d. The JSRCC police officer will accompany the student or faculty member to the campus Police and Security Services office where the legal papers will be served.

V. Other Information:

[JSRCC Policy No. 1-35](#), Student Conduct

[JSRCC Policy No. 4-34](#), Emergency Preparedness and Communication in Crisis

[JSRCC Form No. 75-0005](#), Student Misconduct Report