Disruptive Student Process

2.16 Student/Discipline Conduct (Page 21)

Houston Community College System views college-level students as adults who subscribe to a basic standard of conduct which requires that they not violate any municipal, state, or federal laws. HCCS has a duty and corollary disciplinary power to protect its educational purpose through the setting of standards of conduct and through the regulation of the use of System property.

1. A student's membership in the community of scholars is a privilege and carries with it obligations to participate in and contribute to the educational mission of the College and to avoid any behavior that is contrary to that mission. Therefore;
   a. No student may disrupt or otherwise interfere with any educational activity being performed by a member of the College System.
   b. In addition, no student may interfere with his/her fellow students’ right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars.
   c. Student conduct and responsibilities are described in the HCCS Student Handbook, and students are expected to use these policies as guidelines for their behavior.

2. An instructor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official.
   a. The student has the right to return to the next class/activity.

2.9 - Evaluation of Students’ Performance (Page 15)

Instructors are expected to evaluate the work of students enrolled in college-level credit courses at least four times during a semester, or as called for by the Discipline Committee supervising the course, and assign grades. Evaluations can include tests, homework assignments, pop quizzes, in-class essays, out-of-class essay assignments, term papers, projects, presentations, journals, and other assignments. Instructors are urged to require that students complete at least one written assignment for evaluation during the semester.

A good system of evaluation will:
   a. Aid students in knowing what is expected of them and help prepare them for the specific kind of evaluation to be given.
   b. Allow students a number of opportunities to be evaluated so that one poor performance does not automatically result in a failing grade.
   c. Give students feedback on their progress several times throughout the term.
   d. Use more than one mode of evaluation so that students have an opportunity to exhibit learning in more than one way.
   e. Determine final course grades in a fair and objective manner.

2.1 - Faculty Teaching Responsibilities

The primary role of a faculty member is to instruct, evaluate, and advise students and to facilitate students’ instruction. While carrying out these roles, faculty members serve as a liaison between students and administration in communicating instructional policies and procedures pertaining to students.

Instructional Faculty Evaluation – Revised - November 21, 2004
2. SECTION TWO: INSTRUCTIONAL POLICIES AND PROCEDURES, Part I (Page 8)
b. If the problem persists, the instructor should consult with the appropriate Dean(s) concerning disciplinary action.

c. If a student refuses a well-founded request to leave the classroom voluntarily, security can be summoned to remove the student so that the scheduled activity may resume without further disruption.

d. In cases of serious problems, the faculty member should report the incident to his or her instructional supervisor.

3. If a faculty member who is having a disciplinary problem with a student feels that the student is a threat to the faculty member’s safety and/or the safety of the other students, the faculty member should immediately alert Campus Security.
   a. Further disciplinary action may be pursued according to System guidelines presented in the HCCS Student Handbook.

4. The above policy does not diminish the student's freedom to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, students are responsible for learning the content of any course of study in which they are enrolled.
   a. Free inquiry and free expression, both by the instructor and the student, are indispensable to the pursuit of truth and the development of students.
   b. Students must exercise their liberty with responsibility.

HCC PD – Assistance Protocol

1. In the event an Instructor requests police assistance with a disruptive student, officers will do the following;
   a. Positively identify all parties involved.
      i. Visitors and members of the campus community are required to have ID per the Texas Education Code 51.209 and 51.232 and the Code of Student Conduct.

2. Attempt to calm the student and remove the student from the classroom as requested by the previously identified Instructor into a separate classroom or office.

3. Immediately contact one of the following;
   a. Advise HCC PD Dispatch of the situation
   b. On duty HCC PD Supervisor
   c. Dean of Student Development (Code of Student Conduct) or their designee

4. If the incident is not criminal in nature allow administration to handle the situation if possible.

5. Complete a Crimestar report indicating whether the incident was administrative or criminal in nature according to the proscribed format, including the name of the instructor requesting assistance and the nature of the request, the student(s) involved and which administrative members the student was referred to.

6. If the incident was administrative in nature determine what final disposition was given by the Dean of Student Development.