



Official Policy

Division or Sector: Academic Dean

Responsibility: Academic Dean

Policy Number: 7210-19

Title: Student Misconduct in the Classroom

PURPOSE:

To provide procedures for handling cases of student behaviour which is disruptive to the teaching/learning process in the classroom, laboratory, clinical, seminar, or other instructional settings (on or off campus), including meetings or electronic correspondence between teachers and students.

Conduct that is abusive to the teacher and/or other students or infringes on others' basic rights may be dealt with under the Zero Tolerance Policy, the Human Rights Policy or the Policy on Electronic Social Aggression (Cyber bullying), as appropriate.

Technicians have the right to act under this policy in labs if the teacher is not present. This policy does not limit the teacher's or the College's right to take immediate action in cases of perceived imminent danger to persons or property.

CONTEXT:

All students are responsible for knowing and following appropriate standards of behaviour as outlined in the Institutional Policy on the Evaluation of Student Achievement in the section on "Students' Academic Rights and Responsibilities", on the "Classroom Conduct" page of the Vanier College Student Agenda, and by their teachers during the first class of the semester.

All teachers are responsible for establishing the foundations for good classroom management. This includes a clear presentation and discussion during the first class of accepted standards of student behaviour.

PROCEDURES:

At any point in this process, the student may request advice and assistance from the Student Advocate. At any point in this process, the teacher or technician may request advice and assistance from the "Office of Pedagogical Support."

Stage 1: Whenever minor disruptions occur, it is essential that the teacher immediately intervene by reminding the student that the behaviour is unacceptable and contravenes the

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rights of others in the class. It is important that such interventions be prompt, appropriate, incremental, and carried out in a respectful way.

If the student's behaviour is persistently disruptive or such that it is impossible for the teacher to continue teaching, the student can be asked to leave the classroom immediately. This may result in the student not being permitted to make-up graded work done during that class.

If the student does not comply with a request to leave the classroom, the teacher should call Security.

Stage 2: If the student does not correct the offending behaviour, the teacher should meet privately with the student to discuss, again, those aspects of the student's behaviour which are considered disruptive and unacceptable. Ideally, this meeting should occur before the next meeting of the class. The teacher should explain the impact of this behaviour on others and indicate what further action will be taken if the behaviour does not change and should refer the student to this policy. The student may be asked to sign an agreement of conduct (see Appendix 1 for a suggested template) in order to be allowed to return to class.

If the student does not agree with the teacher's judgment of the situation, help may be sought from the Department's or Program's Mediation Committee, if both student and teacher agree.

If underlying reasons for the misbehaviour are revealed (e.g. medical, personal or family reasons), the student should be advised to seek help from Student Services.

The teacher should record details of the incident(s) of misconduct, the steps taken to resolve the behaviour, and the student's response. These notes should be kept for the rest of the semester in case they are needed. The teacher should inform the Department and/or Program Coordinator of these steps, and may provide written documentation.

Stage 3: If the misconduct continues, the teacher may require that the student stop attending the class until the case is reviewed by the Dean of the Faculty offering the course or the Director of Continuing Education for courses offered through Continuing Education. The

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teacher must immediately notify the Faculty Dean or Director of Continuing Education in writing (see Appendix 2 for a suggested template), appending a copy of all documentation associated with the previous stage. Notification will be provided to the student and Department and/or Program Coordinator. The Faculty Dean or Director of Continuing Education will, within 5 working days, review the circumstances surrounding the complaint, meet with the student and with other parties if necessary, and decide on further action.

If the student is permitted to return to the class, conditions, if any, and probationary status, if imposed, will be specified, in writing, by the Faculty Dean or Director of Continuing Education, who will formally notify the student. A copy will also be provided to the Department and/or Program Coordinator and the teacher.

If, in the opinion of the Faculty Dean or Director of Continuing Education, the student should be suspended from the class in question, this decision will be provided to the student in writing, specifying the reasons for, and the duration of, the suspension (see Appendix 3 for a suggested template). A student who is suspended has the right to return after the specified period of suspension has expired. If the course delete deadline has passed, suspension may result in a failing grade for the course.

A copy of the notice of suspension will be provided to the Registrar along with copies of the documentation from the previous stages. This documentation will remain in the student's file until their graduation. The Department and/or Program Coordinator and the teacher will be informed of the suspension.

Stage 4: If the Registrar receives a second notice of suspension from another class for the same student, the matter will be referred to the Academic Dean along with all the documentation. Following an investigation and an interview with the student, the Academic Dean may recommend that the student be suspended or expelled from the College or allowed to continue his/her studies on a probationary status. In the latter case, any breach of the conditions of probation will result in suspension or expulsion of the student from the College. In the case of a student under 18 years of age, the Registrar will send a copy of the notice of suspension or expulsion to the parent or guardian.



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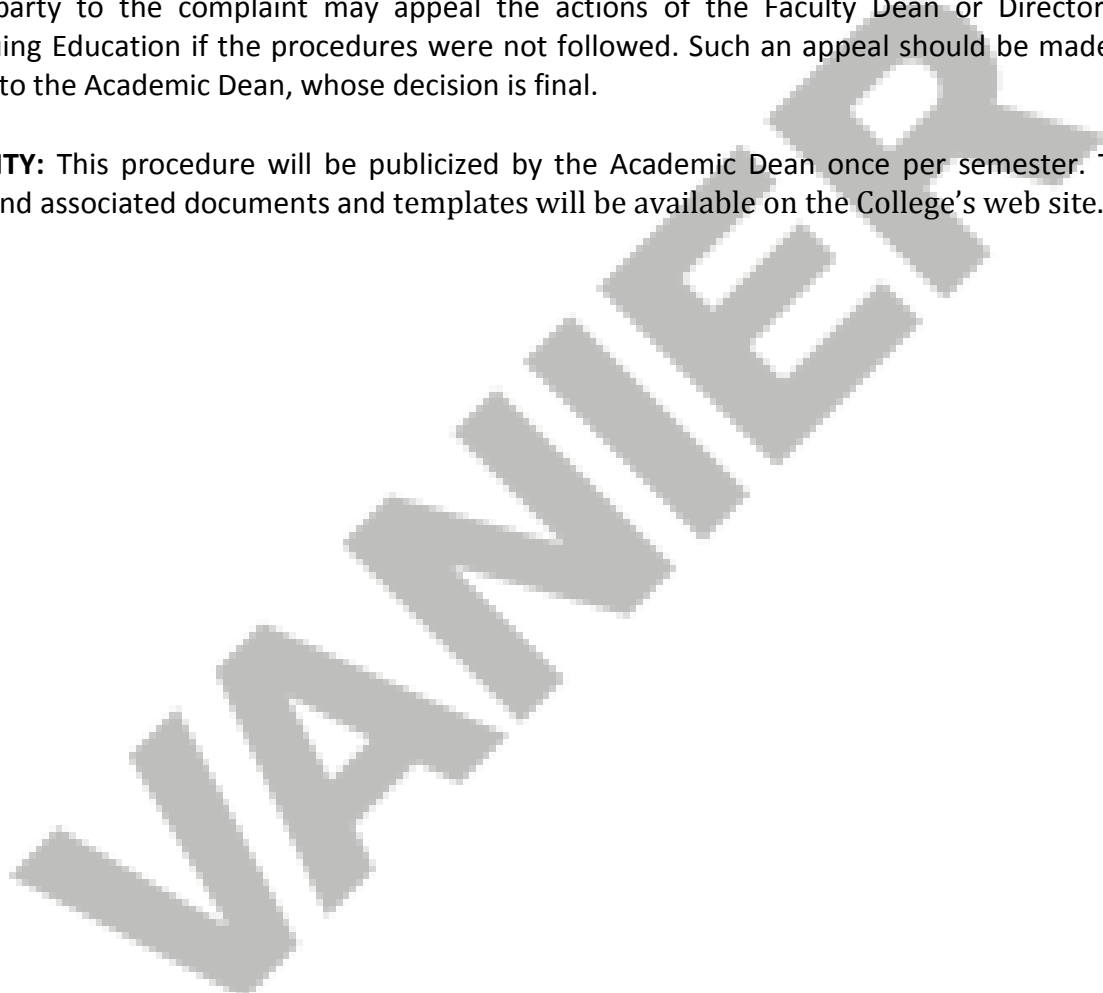
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A student who is expelled from the College does not have the right to return to the College.

APPEAL PROCEDURE:

Either party to the complaint may appeal the actions of the Faculty Dean or Director of Continuing Education if the procedures were not followed. Such an appeal should be made in writing to the Academic Dean, whose decision is final.

PUBLICITY: This procedure will be publicized by the Academic Dean once per semester. The policy and associated documents and templates will be available on the College's web site.



Revised New

Date Effective: April 30, 2010



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APPENDIX 1 - Student Agreement of Conduct in the Classroom (Stage 2)

This document is attached to the Vanier College Policy: Student Misconduct in the Classroom

Goal: This document serves to establish an agreement between the student and teacher, and when signed, can allow access into the classroom.

Teacher: _____ Department: _____

Course Title: _____

Course and Section Number: _____

Student Name: _____ Student ID: _____

I agree that in order to be allowed to return to class, I must follow proper classroom behaviour as outlined by my teacher, the Vanier College Institutional Policy on the Evaluation of Student Achievement (IPESA), and the "Classroom Conduct" page of the Vanier College Student Agenda, with particular attention to the following:

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I have been made aware of the Student Misconduct in the Classroom Policy.

Student

Date

Received by:

Teacher

Date

Revised New

Date Effective: April 30, 2010



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APPENDIX 2 – Teacher Report of Student Misconduct in the Classroom (Stage 3)

This document is attached to the Vanier College Policy: Student Misconduct in the Classroom

Submitted to the Faculty Dean on (date): _____

Teacher: _____ Department: _____

Course Title: _____

Course and Section Number: _____

Student Name: _____ Student ID: _____

1. Describe the problem behaviour, noting how disruptive it was, and whether it occurred repeatedly. Note dates it occurred, whenever possible.
2. Describe the steps the teacher took in the classroom (Stage 1), to get the student to change his/her behaviour. Note dates whenever possible.
3. Describe the student's reaction to the teacher's Stage 1 steps to resolve the problem. Note dates whenever possible.

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4. Describe the steps the teacher took outside the classroom (Stage 2), to get the student to change his/her behaviour. Note dates.

5. Describe the student's reaction to the teacher's Stage 2 steps to resolve the problem. Note dates.

6. Describe the current situation, if different from above. Provide any further information you consider important to the situation.

Please attach any documentation (e-mails, agreement of conduct, etc.)

Teacher's signature

Date



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APPENDIX 3 – Review of Complaint of Student Misconduct by Faculty Dean or Director of Continuing Education

This document is attached to the Vanier College Policy: Student Misconduct in the Classroom

Teacher: _____ Department: _____

Course Title: _____

Course and Section Number: _____

Student Name: _____ Student ID: _____

Date of written report from teacher: _____

1. Indicate meetings held and additional information received (if any).
2. Indicate decision regarding further action (choose one of the following, give reasons, and elaborate as necessary).
 - a. The Student is permitted to return as of the next class.
 - b. The Student is permitted to return as of the next class with probationary status and must adhere to specific conditions.
 - c. The Student is suspended from the class for a stated period of time. Following this suspension, the student may return with probationary status and must adhere to specific conditions.
 - d. The Student is suspended for the remainder of the semester and may not return to the class.
 - e. Other decision.
3. Please use the following space to outline: Period of suspension (if any), specific conditions and/or other decision:

Signature of Faculty Dean or Director of Continuing Education and date:

Decision sent to student, cc: Registrar, Teacher, Department Coordinator.

Revised New

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