



## Removal of Disruptive Students Faculty/Staff Incident Form

### Policy 3100, Student Rights, Responsibilities and Administrative Due Process

Today's Date: \_\_\_\_\_

Campus/Location: \_\_\_\_\_

Student Name: \_\_\_\_\_

CSID: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Room: \_\_\_\_\_

CRN: \_\_\_\_\_

Witnesses: \_\_\_\_\_

**Please check:**

Removal from Class

Removal from Class and Subsequent Class Meeting

Description of Incident:

Administrator Present     Yes     No    If yes, please name: \_\_\_\_\_

College Police Contacted     Yes     No    If yes, please name: \_\_\_\_\_

Action taken by Instructor/Staff:

Did the student leave voluntarily:     Yes     No

***IF THE STUDENT WAS ASKED TO LEAVE THE CLASSROOM AND REFUSED TO LEAVE,  
PLEASE FILL OUT THE BOTTOM PORTION OF THE FORM.***

Action taken by College Police:

Was student cited?     Yes     No    If so, for what violations: \_\_\_\_\_

**Instructor/Staff Name (print):** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**NOTE: Send completed incident form to Dean responsible for Student Affairs/Disciplinary Officer and a copy to the School Dean.**



## San Diego Community College District Removal of Disruptive Students from Class

### Operating Guidelines

#### **Background:**

In accordance with *Policy 3100, Student Rights, Responsibilities and Administrative Due Process*, students have the right to an educational environment free of interference or disruption.

As such, students must adhere to the Student Code of Conduct. In accordance with *Procedure 3100.2, Student Disciplinary Procedures*:

- If a student violates the Student Code of Conduct, faculty may remove a student from their class for that class meeting and the following class meeting.
- Acceptance of make-up work during the "removal" is at the discretion of the instructor in accordance with the class syllabus and *Policy 3110 College Class Attendance*.

#### **Removal from Class**

- 1) If a student is asked to leave a class for disruptive behavior, the student is expected to follow the directions of the instructor. Failure to follow directions to leave the classroom is considered a violation of the Student Code of Conduct, Section 3.11 as follows:

*Section 3.11\* - "Failure to comply with directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel..."*

*\*(Reference Policy 3100, Student Rights, Responsibilities and Administrative Due Process, Section 3.0 – Code of Conduct)*

- 2) If a student refuses an instructor's directive to leave
  - a) Instructor will call College Police
  - b) College Police will also dispatch Administrator/Duty Dean
    - Each college will designate an administrator responsible for communication channels.
  - c) When the Duty Dean/Administrator/College Police arrives, the student will be asked to leave the classroom to speak with the Administrator/Duty Dean/Police Officer outside of the classroom. The student will be advised that he/she is to follow the direction of the instructor, in accordance with Policy 3100.
  - d) In the rare event the student does not follow the directions of the College Police to leave the classroom, College Police will follow police procedures, pursuant to Penal Code 626. Intervention by College Police may include, depending on the situation:
    - Brief dismissal of the class for a break to "remove audience," for the disruptive student
    - Fact-finding
    - Arrest pursuant to the Penal Code
- 3) Instructor should refer the incident (via written notice) to the Disciplinary Officer, in accordance with *Procedure 3100.2, Student Disciplinary Procedures*.
- 4) Incident reports will be summarized and reviewed semi-annually by college executive staff.
- 5) Districtwide summaries of college incident reports will be reviewed regularly.