
TITLE: CLASSROOM INTERRUPTIONS

POLICY NO: 2-18

EFFECTIVE DATE: 02/17/95

VCCS POLICY NO: N/A

REVISED DATE: 02/21/12

I. Purpose:

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

II. Definitions:

Classroom instruction: the 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 that includes, but is not limited to, sleeping in class, prolonged talking during class, 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 shall 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 the Department of Police 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 shall be permitted during classroom time only when absolutely necessary and only when other methods of accomplishing the desired result are not practical.

Law enforcement officers wishing to serve papers on a student shall be referred to the Department of Police.

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

All matters related to working with the news media shall be coordinated with the Office of Communications and Public Affairs.

The Department of Police shall be responsible for handling all emergency situations and visitation of law enforcement officers to the college.

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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 in which the disruptive behavior occurs. If this occurs, the faculty member must, as soon as possible but no later than the next work day, 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](#), Behavioral Intervention Referral Form, to have the student addressed through [JSRCC Policy No. 1-35](#), Student Conduct.
5. Faculty members are encouraged to immediately contact the Department of Police at 804-523-5911, if a student is exhibiting unusual, suspicious, disruptive, or threatening behavior during classroom instruction.

B. Emergency situations

1. The Department of Police 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.

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3. The Department of Police will be responsible for delivering emergency notification regarding serious issues of a student or faculty member's immediate family during classroom instructional periods.
4. The Department of Police will respond to medical emergencies that occur during classroom instructional periods.
5. The Maintenance Department will inform the Department of Police of all maintenance activities necessitating the disruption of classroom instructional activities.

C. Visitation of law enforcement officers

1. The Department of Police will be the point of contact for all visiting law enforcement agency representatives in the performance of duties.
2. The following procedures will be utilized when law enforcement officers seek to serve legal papers on a student or faculty member:
 - a. The law enforcement officer will report to the Department of Police.
 - b. A Department of Police officer will accompany the law enforcement officer.
 - c. The chief of the Department of Police or the supervisor of the Department of Police will determine the most advantageous time to approach the student or faculty member on campus.
 - d. The Department of Police officer will accompany the student or faculty member to the Department of Police 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](#), Behavioral Intervention Referral Form