

# COMMUNITY COLLEGE OF VERMONT

## DISRUPTIVE PERSON POLICY

*See also:*  
*Complaint Resolution Policy*  
*VSC Personnel Handbook*

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### **POLICY**

CCV seeks to provide a safe and secure learning and work environment for its students, faculty and staff members. Behaviors that disrupt the process of teaching, learning, and working can have a negative effect on the entire CCV community. Appropriate responses to disruption, detailed below, can range from an individual's temporary exclusion from the place where the disruption occurred to permanent exclusion from all college sponsored classes or activities.

### **PROCEDURES**

#### **Definition of a Disruptive Person**

1. For the purposes of this policy, a "disruptive person" is any individual whose behavior, either in person or via electronic communications, interferes with work and/or learning at CCV or whose behavior threatens the safety and well-being of students, staff or faculty, whether or not the disruptive person is affiliated with the College.
2. Acts of disruption that occur at a CCV academic center are covered by this policy. Incidents that occur outside the academic center may also be covered by this policy if the persons involved were participating in a college-sanctioned program or activity or if the incident has jeopardized the safety and well-being of the College community or the operations of the College.

#### **Reporting a Disruptive Person Incident**

1. Any staff member, faculty member or student may report a disruptive person incident.
2. Because disruptive behavior may cover a broad spectrum of actions, members of the college community are encouraged, whenever possible, to address concerns directly and proactively with the person(s) involved. The College acknowledges that these discussions may result in satisfactory resolution of the concerns and therefore may not require further action or reporting.
3. Any member of the college community who believes that a student has been disruptive may report the incident to a coordinator of academic services and/or the staff member in authority at the time of the incident.

4. Any member of the college community who believes that a faculty member has been disruptive may report the incident to a coordinator of academic services and/or the staff member in authority at the time of the incident. The coordinator and/or appropriate staff member will inform the executive director.
5. Any member of the college community who believes that a staff member has been disruptive may report the incident to the executive director or supervisor of the person.
6. In situations where the disruptive person is not affiliated with the College, the coordinator of academic services and/or the staff member in authority at the time of the incident may report the incident to an executive director.

### **Responding to an Initial Report of a Disruptive Person**

1. In cases that involve a student, the coordinator of academic services will investigate the incident and, if the report has been substantiated, communicate directly with the disruptive person, describing the nature of the problem, and providing clear expectations for the future. The coordinator of academic services may also arrange a meeting between the student and the individual(s) who reported the incident in order to further the resolution of the situation.
2. In cases that involve a faculty member, the executive director will investigate the incident and, if the report has been substantiated, communicate directly with the disruptive person, describing the nature of the problem, and providing clear expectations for the future. The executive director may also arrange a meeting between the faculty member and the individual(s) who reported the incident in order to further the resolution of the situation.
3. In cases that involve a staff member, the executive director and/or supervisor will investigate the incident. The procedures and standards outlined in the personnel handbook will govern the process for staff.
4. In cases that involve a person who is not affiliated with the College, the executive director will investigate the incident and, if the report has been substantiated, communicate directly with the person whose behavior is disruptive. The disruptive person may be excluded from the center and local law enforcement may be contacted.
5. In cases where the reported behavior could result in disciplinary action, the executive director and/or supervisor will follow the procedures under imminent and/or serious incidents of disruptive behavior.

### **Responding to Ongoing Incidents of Disruptive Behavior**

1. The College recognizes that there are times when it must take a more far-reaching position regarding repeated or further incidents of disruptive behavior.
2. In situations where there are additional reports of disruptive behavior involving a student, the executive director will investigate the incident(s) and inform the student in writing of the additional report(s) and that further sanctions are being considered, including, but not limited to, termination of enrollment.
  - a. The director may temporarily exclude the student from attending CCV classes until a decision regarding sanctions has been reached.

- b. Once the executive director has informed the student regarding possible sanctions, the individual has 7 business days to request a meeting with the executive director, to be held within one week of the request.
  - c. Following the meeting or in cases where no meeting is requested, the executive director will notify the student in writing of his/her decision. In the case of students whose enrollment is terminated, the executive director will inform the dean of students and president of the college.
  - d. A student who wishes to appeal the decision of the executive director may do so in accordance with the complaint resolution policy.
  - e. A student whose enrollment has been terminated for disruptive behavior must petition the executive director in writing for permission to be reinstated at any academic center in the College.
3. In situations where there are additional reports of disruptive behavior involving a faculty member, the executive director in consultation with the academic dean will investigate the incident(s) and inform the faculty member in writing of the additional report(s) and that further sanctions are being considered, including, but not limited to, termination of employment.
  - a. The executive director may temporarily exclude the faculty from teaching CCV classes until a decision regarding sanctions has been reached.
  - b. Once the executive director has informed the faculty member regarding possible sanctions, the individual has 7 business days to request a meeting with the executive director, to be held within one week of the request.
  - c. Following the meeting or in cases where no meeting is requested, the executive director will notify the faculty in writing of his/her decision. In the case of faculty whose employment is terminated, the executive director will inform the academic dean and the president of the College.
  - d. A faculty member who wishes to appeal the decision of the executive director may do so in accordance with the complaint resolution policy.
4. In situations where there are continued reports of disruptive behavior involving a staff member, the procedures and standards outlined in the personnel handbook will govern the process.
5. In situations where there are continued reports of disruptive behavior involving a person who is not affiliated with the College, the executive director may take action up to and including permanent exclusion from the premises.

#### **Responding to Imminent and/or Serious Incidents of Disruptive Behavior**

1. In situations where an incident of disruptive behavior poses an imminent and/or serious threat to the safety and well-being of others, a disruptive person may, at the discretion of the faculty and/or staff member in charge at the time of the incident, be excluded immediately and temporarily from the class, academic center or college activity. Local law enforcement authorities may be contacted for help with the removal of the person.
2. Any faculty or staff member who temporarily excludes a person from a classroom, academic center, or college activity must immediately notify their supervisor about the incident and the action taken.

3. In situations where an imminent and/or serious incident of disruptive behavior involves a student, the executive director will investigate the incident and inform the student of the report(s) in writing and that possible sanctions are being considered, including, but not limited to, termination of enrollment.
  - a. The executive director may, at his/her discretion, exclude the student from all CCV locations and activities until a decision regarding sanctions has been reached.
  - b. Once the executive director has informed the student regarding possible sanctions, the individual has 7 business days to request a meeting with the executive director, to be held within one week of the request.
  - c. Following the meeting or in cases where no meeting is requested, the executive director will notify the student in writing of his/her decision. In the case of students whose enrollment is terminated, the executive director will inform the dean of students and president of the college.
  - d. A student who wishes to appeal the decision of the executive director may do so in accordance with the complaint resolution policy.
  - e. A student whose enrollment has been terminated for disruptive behavior must petition the executive director in writing for permission to be reinstated at any academic center in the College.
4. In situations where an imminent and/or serious incident of disruptive behavior involves a faculty member, the executive director in consultation with the academic dean will investigate the incident and inform the faculty member in writing of the report(s) and that possible sanctions are being considered, including, but not limited to, termination of employment.
  - a. The executive director may, at his/her discretion, exclude the faculty member from all CCV locations and activities until a decision regarding sanctions has been reached.
  - b. Once the executive director has informed the faculty member regarding possible sanctions, the individual has 7 business days to request a meeting with the executive director, to be held within one week of the request.
  - c. Following the meeting or in cases where no meeting is requested, the executive director will notify the faculty in writing of his/her decision. In the case of faculty whose employment is terminated, the executive director will inform the academic dean and the president of the College.
  - d. A faculty member who wishes to appeal the decision of the executive director may do so in accordance with the complaint resolution policy.
5. In situations where an imminent and/or serious incident of disruptive behavior involves a staff member, the procedures and standards outlined in the personnel handbook will govern the process.
6. In situations where an imminent and/or serious incident of disruptive behavior involves a person who is not affiliated with the College, the executive director may take action up to and including permanent exclusion from the premises.
7. Any potential student whose behavior poses an imminent and/or serious threat to the safety and well-being of students or employees may be denied enrollment by the executive director. In

the case of students whose enrollment is denied, the executive director will inform the dean of students and president of the College.

8. Any person who has been excluded from the College's premises or college-sponsored events must petition the executive director in writing for permission to regain access.