

## Tips for Addressing Inappropriate Student Behaviors

- Establish your expectations as clearly as possible in your syllabus, and discuss them with the entire class at the beginning of the semester. Review your expectations throughout the semester, as needed.
- Consider making a general statement in your syllabus that lets all of your students know you will address any behavior that concerns you.

Sample syllabus statement: “The instructor shall have full discretion over what behavior is considered appropriate/inappropriate in the classroom. Any behavior the instructor deems to be inappropriate shall be addressed according to Collin College’s policies and procedures.”

- Don’t assume the student is knowingly and/or willfully violating your expectations. The student may not be aware his or her behavior is inappropriate.
- Only address a student’s inappropriate behavior in class if doing so will not embarrass the student or escalate the situation.
- Encourage students to use the various free and confidential services (e.g., Counseling Services, ACCESS Office) on campus.
- If a student violates your expectations and/or is disruptive in class, you have the right to dismiss the student from class. Notify your department chair and/or academic dean as soon as possible if you dismiss a student from class. Additionally, if you feel you must dismiss a student from more than one (1) class, you must notify your associate academic dean, academic dean, and the Dean of Students (DOS) Office to initiate the student disciplinary process. See the current student handbook, *Chapter 8: Interim Disciplinary Action, Classroom Dismissal by a Faculty Member* for additional information.
- Take threats seriously. If a student makes a direct threat to him/herself, to others, or to you or if you are made aware of a crime, contact the Collin College Police Department (CCPD) **immediately** at **972.578.5555** or ext. **5555**.
- Don’t be inhibited about sharing information with other employees who have a legitimate need to know about a student’s behavior. In these circumstances, *FERPA* does allow for sharing of information under its exceptions. Additionally, *FERPA* does not prohibit disclosure of a faculty or staff member’s personal knowledge or observations of a student.