

PALO ALTO COLLEGE GUIDE FOR CLASSROOM CIVILITY

PAC MISSION:

To inspire, empower, and educate our community for leadership and success.

As members of the Palo Alto College community students, faculty, and staff all share the responsibility to foster a learning environment that upholds the college values of respect for all, collaboration, and a can do spirit. To best do this, we have created this resource for addressing classroom behavior. Instructors can establish guidelines appropriate for their class, but these recommendations offer a starting point.

SAMPLE SYLLABUS LANGUAGE:

All members of the class are expected to uphold the Palo Alto College value of Respect for All. Should behavioral disruptions interfere with the instruction of the class and the ability of the class members to learn or the instructor to teach, they may be reported to the Student Conduct Officer in accordance with the Student Code of Conduct Policy F.4.2. alamo.edu/district/policies

ADDITIONAL SYLLABUS CONSIDERATIONS:

- Define and address attendance and tardiness;
- Outline potential outcomes for violation of behavior;
- Students should be in their seats and ready to begin class on time;
- Classroom discussions should be civilized, respectful to everyone, and relevant to the topic being discussed – both in class and online;
- If it's in the syllabus, it's a part of the Student Code of Conduct. Violations can be cited for Engaging in Disruptive or Threatening Behavior in the Classroom.



EXAMPLES OF INAPPROPRIATE BEHAVIOR:

Inappropriate behavior in the classroom can be anything that disturbs you or your students' educational experience.

- Intimidating or harassing behavior;
- Inappropriate, disrespectful, or uncivil responses to the comments or opinions of others (in the classroom or transmitted electronically);
- Bias-based behaviors, comments, or harassment;
- Threats/challenges to do physical harm (even when stated in a joking manner);
- Use of obscene or profane language in the classroom or transmitted electronically;
- Excessive talking;
- Late arrival to, frequent leaving, or early departure from class without permission;
- Use of personal electronic devices such as cell phones or personal computers (when not for course-related purposes);
- Refusal to comply with faculty direction;
- Sleeping during class;
- Dominating discussions.

GUIDE FOR CLASSROOM CIVILITY

EXAMPLES OF APPROPRIATE BEHAVIOR:

Adding a statement about positive behavior can also be helpful in a syllabus. Consider some of Dr. Forni's 25 Rules of Considerate Conduct outlined fully in the SOBI Student and Staff Guide.

- Pay attention
- Listen
- Be inclusive
- Speak kindly
- Respect other's opinions
- Respect other people's time and space
- Care for those around you
- Be considerate
- Refrain from idle complaints
- Don't shift responsibility and blame

ADDRESSING BEHAVIOR IN THE MOMENT:

- Try to resolve behavioral issues at the lowest possible level.
- Outline behavior expectations at the beginning of the semester with all students and reference syllabus and Student Code of Conduct.
- Speak with the student first to see if they will change their behavior. Follow up with an email outlining expectations and reference information in syllabus.
- If a student is frustrated, acknowledge their frustration, but point it out if the way they are expressing it is inappropriate.
- Offer to speak with the student after class or with another faculty member/chair present.
- Ask student to leave if student is refusing to cooperate and submit an incident report form at alamo.edu/pac/cares.
- If you need additional assistance or are worried for your safety or the safety of other students, call Campus Police at (210) 485-0911.
- All students will be provided due process before any disciplinary action is taken. Example: Students cannot be prevented from coming to class without due process, unless campus safety is at risk. (see Student Code of Conduct).

STUDENT CONDUCT PROCESS:

- Incident Report comes in through alamo.edu/pac/cares.
- Reporting party contacted for additional information.
- All involved parties are interviewed.
- Determination if Code of Conduct violation took place (justification of findings and preponderance of evidence).
- Student is either found responsible or not-responsible.
- Outcomes letter sent with determination and sanctions (potential sanctions include: educational enrichment, warning, probation, removal from class, suspension, expulsion, etc.).



SOBI Care Team Reviewed on March 24, 2017

For more information, contact:

Tyler Alyse Archer, *Student Conduct Officer*

tarcher1@alamo.edu

210-486-3755

alamo.edu/pac/cares



Alamo Colleges District is an Equal Opportunity Employer. For any special accommodations, or to request an alternative format, contact DisABILITY Support Services at 210-486-3020.



ALAMO COLLEGES DISTRICT
Palo Alto College