

Eastern Kentucky University
Staff Guidelines for Dealing with Disruptive Student Behavior
in Office Settings

Paragraph 1**

Endangering or threatening to endanger life, health, safety, or property.

Paragraph 3

Engaging in a course of conduct which is intended to harass, seriously annoy, or alarm another person.

If staff feel endangered or threatened by a student in an academic or office setting, the staff should:

- a. Attempt to de-escalate the situation by calmly talking to the student;
- b. Request the student to leave;
- c. Walk out of the classroom with other individuals to a secure place (office, place with other individuals, main lobby, etc.);
- d. Call 911;
- e. Document the incident and transmit copy to the Office of Student Judicial Affairs and to your immediate supervisor. Documentation should briefly cover who, where, what, when, and witnesses.

After EKU Police arrive, they will:

- a. Assess the situation and take appropriate action;
- b. Conduct an initial investigation;
- c. Document the incident, including taking your statements and the statement of witnesses;
- d. Provide needed escort or other service;

After the incident:

EKU Police may take further action, including but not limited to:

- a. Continue the investigation.
- b. Case may be forwarded to the Office of Student Judicial Affairs. Your testimony may be required at a hearing.
- c. File criminal charges OR assist you in filing criminal charges.

Incidents such as these may result in administrative and/or criminal actions.

In the event that a student presents a clear and present danger to the University community, the President may impose such measures as are necessary to protect the student, the University Community, University property, and/or the ongoing activities of the University.

** The Minger Act requires reporting of all crimes to the EKU Police covered by Paragraph 1 by faculty acting as agents of the University.

Revised 8/18/08

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Paragraph 13

Disrupting the peace or interfering with classroom or other University activities.

If a student's behavior is disruptive and interfering with the learning process, the faculty should:

- a.** Attempt to de-escalate the situation by calmly talking to the student;
- b.** If the conduct persists, the staff should document the behavior;
- c.** This written report of behavior should be forwarded to the immediate supervisor:
 - 1. Report should briefly cover who, where, what, when, and witnesses;
 - 2. Only behavior should be documented;
- d.** The supervisor has the option of meeting with the staff and student separately;
- e.** If the supervisor believes that the situation cannot be remedied, the Chair has the following options, including but not limited to:
 - 1. Referral to the Office of Student Judicial Affairs for possible disciplinary action;
- f.** The supervisor needs to document the meetings with staff and student and also document compliance with remedial options.

Note: Faculty always have the right to refer the situation to the Office of Student Judicial Affairs regardless of the supervisor's decision.

Note: For any questions you may have, call Betsy Bohannon or Dr. Charlotte Tanara in the Office of Student Judicial Affairs at 859.622.1500