

Classroom Management Response Guide

Is it an EMERGENCY?

- Medical
- Conducting oneself in lewd or indecent manner
- Physical or verbal violence or threats of such violence
- Theft or destruction of property
- Obstruction or significant disruption of class
- Use or possession of, or threat to use or possess an explosive device or weapon

Call Campus Safety
315-498-2311 or 911

Click here to Submit a WeCARE for
OAR follow-up

It's NOT an Emergency

- Eating in the classroom
- Arriving to class late or leaving early
- Cell phone use
- Side conversations during class
- Rude or discourteous behavior
- Interrupting or speaking out of turn
- Concerning behaviors
- Medical concerns

Is it a non-urgent Medical Concern?

Yes

No

Initial Faculty Response (suggested)

- Professor sets up a meeting with the student outside of class
- Explain the inappropriate behavior
- Ask student to explain reason for their behavior
- Discuss expectations moving forward in the class
- Ask student to leave class for the day if necessary
- Follow up with email to student
- Document for your records

If the Behavior Continues...

- Follow up on what was done in the first step
- Ask student to leave class for the day, if necessary
- Notify Chair
 - Document and provide documentation to Chair

If the behavior is still occurring after being dismissed from a class session, click here to Submit a Referral to Student Conduct