

# MANAGING CLASSROOM DISRUPTION OR STUDENT PROBLEMS



**Any situation where a student's life may be in immediate risk – passed out, report of suicide attempt, significant bleeding, etc. – call 911 and then Campus Safety at 443-423-3333**



General guideline for receiving support and notifying college officials when dealing with an acutely disruptive or problematic student. No one can anticipate every situation, but the first response by faculty is critical. Remember that Campus Safety is available 24/7 to respond to any situation.



TYPE OF SITUATION	WHO TO CONTACT
Difficulty teaching or conducting activity related to a course due to student disruption.	Department Chair *
Concern about the physical and or mental health or welfare of an individual student, including potential use or abuse of alcohol and/or other drugs.	Please refer to the <b>QUICK REFERENCE GUIDE: RESPONDING TO A STUDENT IN DISTRESS</b> for specific beneficial guidelines
Anything requiring immediate, in-the-moment attention (medical emergency, severe disruption, etc.)	Campus Safety <b>443-423-3333</b>

\* If the Department Chair is not available, contact the appropriate Associate Dean. Each faculty department is strongly encouraged to discuss in advance of a situation the protocol for their department's response.

## When discussing a student with your Chair please keep the following in mind

- ▶ It is permissible under federal law to share information about a student with other employees of the College when doing so is in the best interest of the educational environment. However, when discussing information about a student, please remember that confidentiality of that student should be respected. Conversations should not take place in public settings.
- ▶ Avoid making assumptions about a student's welfare until after you've communicated with that student about your concern. For example, what might look like signs of drug abuse could be a student's adjustment to new medication.
- ▶ When concerned about a student please notify the Office of Student Affairs, even if you feel the situation is under control. Student Affairs may be able to connect the dots between classroom behavior and issues arising elsewhere.

## MICA Philosophy and the Behavioral Intervention Team

The philosophy of the College is to first be supportive, focusing on the health and wellness of the individual and the community; however, this is only possible when everyone cooperates towards this goal. It is the responsibility of any staff, faculty, or student involved in a situation requiring assistance to seek the appropriate help.

The College has also developed a Behavioral Intervention Team (BIT). The BIT is a multi-disciplinary group whose purpose is to support students over time, receiving reports of disruptive or concerning behavior that might be elevated enough to immediately prevent a student's persistence at MICA or impact a wide swath of the campus community. As needed the BIT group can perform a threat assessment, determine the necessary mechanisms for support, and enact direct intervention. The BIT group deploys necessary resources to address student behavior and coordinates follow-up.

*(Adapted from the National Behavioral Intervention Team Association Guidelines)*

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## Information about Resources for Faculty

### **CAMPUS SAFETY:**

**EMERGENCY DISPATCH 443.423.3333; 24-Hour Dispatch 410.225.2245**

Campus Safety is staffed 24/7, and is the first contact for any situation requiring immediate support, whether that be due to significant classroom disruption, health concern, or any other type of emergency situation. Campus Safety will coordinate as necessary with the Counselor-on-Call or the Student Affairs Dean-on-Call. Campus Safety is the first contact if an instructor wishes to file a complaint as a result of feeling threatened, physically or otherwise, by an individual student's behavior. Their staff is broadly trained to be first responders and incident managers, allowing them to attend to both any immediate medical need as well as remove any source of disruption.

### **UNDERGRADUATE STUDIES– 410.225.2287 or 410.225.2431**

*Individual Department Chair*

*Christine Manganaro, Associate Dean for Liberal Arts*

*Colette Veasey-Cullors, Associate Dean for Design & Media*

*Michael Weiss, Associate Dean for Fine Arts*

Faculty should consult their Department Chair first when managing student concerns or classroom disruptions; however, if the Chair is unavailable the respective Associate Dean is the next point of contact. This includes situations where the behavior of a student is disruptive to the point of interfering with the ability to teach or conduct activities related to a course. The Department Chair or the Associate Dean will work first with the instructor to provide guidance when dealing with a disruptive student or situation. Counsel can be offered as to when a student should be directly addressed or removed from a class.

### **GRADUATE STUDIES – 410.225.5274**

*Erin Jakowski, Associate Dean; [ejakowski@mica.edu](mailto:ejakowski@mica.edu)*

*Stacey Salazar, Associate Dean; [ssalazar@mica.edu](mailto:ssalazar@mica.edu)*

Graduate Studies should always be consulted with regards to any issues involving graduate students. Often, Graduate Studies will consult and coordinate an intervention with other resources on this list to mitigate the student concern.

### **STUDENT AFFAIRS – 410.225.2422**

*Michael Z Patterson, Vice President for Student Affairs; [mpatters@mica.edu](mailto:mpatters@mica.edu)*

*Dr. Judith Kinney, Associate Dean for Student Health and Wellness; [jkinney01@mica.edu](mailto:jkinney01@mica.edu)*

*Louise Cracknell, Student Development Specialist; [lcracknell@mica.edu](mailto:lcracknell@mica.edu)*

Student Affairs is the primary resource for concerns about a student's health or welfare, including use or abuse of alcohol or drugs. These concerns may arise from your observation of a student's behavior or from the imagery or written work that they produce. Student Affairs will work with the student directly to address the situation at hand. Depending upon the scenario this may be with the aim of supporting a student, holding them accountable for behavior, or both.

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## Other MICA Resources

**Academic Advising – 410.225.2315**

**Counseling Center – 410.225.2367**

**Foundation Advisor – 410.225.2315**

**Learning Resource Center – 410.225.2416**

**Residence Life & Off-Campus Housing – 410.225.2398**