# FACULTY/STAFF 911 GUIDE: CLASSROOM DISRUPTION

## THE FIRST CONTACT: Front Line Staff, Professors, Teaching Assistants

### AGGRESSION
If you see or are dealing with aggressive behavior or other unusual situations:

**UWF POLICE DEPARTMENT**
A UWF Police Officer will respond, assess and assist.
- **Phone:** emergency: 911
  - non-emergency: 850.474.2415
- **Location:** Building 94
- **Website:** uwf.edu/uwfpolice

### ILLNESS
If you see or are dealing with a person who is injured or sick:

**STUDENT HEALTH SERVICES**
- **Location:** Building 960

### EMOTIONAL BEHAVIOR
If you see or are dealing with a student who “needs to talk to someone” about a personal concern or is experiencing a psychological or emotional crisis:

**COUNSELING & PSYCHOLOGICAL SERVICES**
- **Phone:** 850.474.2420
- **Location:** Building 960
- **Website:** uwf.edu/Counselingservices

### DISABILITY
If you are dealing with a person with a disability who is in difficulty, ask them if you may contact:

**STUDENT DISABILITY RESOURCE CENTER**
- **Phone:** 850.474.2387
- **Location:** Building 19
- **Website:** uwf.edu/sdrc

### CLASS ABSENCE NOTICES:
Class absence notices are sent as a courtesy to a student’s professors to alert them to the student’s absence from class due to an injury, illness, family emergency, etc. The notices do not excuse the student from completing the missed work or taking missed exam/quiz. Students must contact their professors to make arrangements for any make-up work.

Class Absence Notices are handled by the Dean of Students Office — 850.474.2384.

### DECEASED STUDENT NOTICES:
When a University student dies (whether during a term or not), appropriate campus departments are notified. A courtesy e-mail is also sent to the college of the student’s major. Deceased Student Notifications are handled by the Dean of Students Office — 850.474.2384.

### CASE MANAGEMENT SERVICES:
Case management is a solution-focused approach to assisting students with a wide variety of needs. It is a coordinated and collaborative effort to resolve student concerns and complaints and provides a centralized point of contact for resolution of student concerns. The case manager facilitates discussions with professors and students, identifies campus and community resources, and develops a plan to assist the university community to work together toward a shared goal. The case management model fosters collective ownership, interdependence and flexibility and builds linkages with all stakeholders. Case management services are provided by the Dean of Students office in building 21; phone — 850.474.2384.
STUDENTS IN DISTRESS
The Dean of Students Office has developed this informational guide as a means to assist faculty, staff, and the university community when dealing with troubled students.

UWF Police Department          474-2415
Dean of Students Office         474-2384
Counseling & Psychological Services       474-2420
Health Services          474-2172
Student Disability Resource Center       474-2387
UWF Ombudsman          474-2384
Alcohol and Other Drug Programming       474-2420
Housing and Residence Life        474-2463
EEO              474-2694
Title IX Coordinator         474-2384

IF YOU ARE DEALING WITH STUDENTS IN DIFFICULTY:
• Be aware of the location of the nearest telephone, whether it is within the building or a personal cell phone.
• If the student is a threat to others, dial 911 or UWF Police at 850.474.2415 immediately and complete an incident report with the Dean of Students Office. The incident report form is located at uwf.edu/studentaffairs.
• If the student is causing classroom disruption, but is not a threat to others, discuss the situation with the student individually and complete an incident report with the Dean of Students Office.
• You may always ask the disruptive student to leave the classroom.
If in doubt, always call the UWF Police Department at 850.474.2415.

STUDENTS WITH DISRUPTIVE BEHAVIOR
The Student Code of Conduct outlines the Rules of Conduct regarding students with disruptive behavior.

website: uwf.edu/osrr

DISRUPTIVE BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:
• Conduct that creates an intimidating, hostile, or offensive campus, educational or working environment for another person.
• Conduct that substantially disrupts or in any way interferes with University activities or that reasonably leads University authorities to forecast such disruption or interference.
• Failure to follow directives of University officials.
• Actions which are committed without regard for the possible harm to self, other individuals, a group, or which may result in injury or damage to an individual or group.
• Interference with the rights of others to carry out their activities or duties or activities that endanger the health, safety or welfare of members or guests of the University.

PERSONAL ABUSE:
• Physical and/or psychological abuse or threat of such abuse.
• Performing sexual acts on or with another individual without the consent of the individual, when the individual is unable to give consent or after the individual has withdrawn consent.
• Stalking, following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her safety.
• Use of computing facilities and resources to interfere with the work of another student, faculty member, staff member or University official.