

# Classroom Disruption

## A Guide for Faculty and Staff

Resources available for frontline staff, professors and teaching assistants when classroom disruption occurs.

### The First Contact: Services Available for Assistance

Disruption	Services Available	Contact
Aggression	If you see or are dealing with aggressive behavior or other unusual situations, contact <b>UWF Police Department</b> . A UWF Police officer will respond, assess and assist.	<b>For Emergencies, dial 911</b> <b>Phone:</b> <a href="tel:850.474.2415">850.474.2415</a> <b>Location:</b> Building 94 <b>Website:</b> <a href="http://uwf.edu/police">uwf.edu/police</a> <b>Email:</b> <a href="mailto:uwfpolice@uwf.edu">uwfpolice@uwf.edu</a>
Illness	If you see or are dealing with a person who is injured or sick, contact the <b>Student Health Services</b> .  Staff will see, assess and treat as needed. If the condition seems serious or occurs after hours, contact UWFPD at <a href="tel:850.474.2415">850.474.2415</a> .	<b>Phone:</b> <a href="tel:850.474.2172">850.474.2172</a> <b>Location:</b> Building 960, Suite 106 <b>Website:</b> <a href="http://uwf.edu/healthservices">uwf.edu/healthservices</a> <b>Email:</b> <a href="mailto:healthservices@uwf.edu">healthservices@uwf.edu</a>
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, contact <b>Counseling and Psychological Services</b> .	<b>Phone:</b> <a href="tel:850.474.2420">850.474.2420</a> <b>Location:</b> Building 960, Suite 200A <b>Website:</b> <a href="http://uwf.edu/CAPS">uwf.edu/CAPS</a> <b>Email:</b> <a href="mailto:counselingservices@uwf.edu">counselingservices@uwf.edu</a>
Disability	If you are dealing with a person with a disability who is in difficulty, ask them if you may contact <b>Student Accessibility Resources</b> .	<b>Phone:</b> <a href="tel:850.474.2387">850.474.2387</a> <b>Location:</b> Building 19, Room 100D <b>Website:</b> <a href="http://uwf.edu/SAR">uwf.edu/SAR</a> <b>Email:</b> <a href="mailto:sar@uwf.edu">sar@uwf.edu</a>

### Other Services Available

**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.

**Deceased Student Notices:** When a University student dies (whether during a term or not), appropriate campus departments are notified. A courtesy email is also sent to the college of the student’s major.

**Care Services:** Care Services 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 Care 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 care service model fosters collective ownership, interdependence and flexibility and builds linkages with all stakeholders.

**Class Absence Notices, Deceased Student Notices and Care Services are offered and handled by the Dean of Students Office. For more information or assistance, call 850.474.2384 or visit [uwf.edu/deanofstudents](http://uwf.edu/deanofstudents).**

# Classroom Disruption: Helping Students in Difficulty

If you are concerned about a student but unsure what to do or who to contact, call UWF Counseling and Psychological Services at [850.474.2420](tel:850.474.2420).

## 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.

### 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.
- 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](tel:850.474.2415) or visit [uwf.edu/uwfpolice](http://uwf.edu/uwfpolice).

## Students with Disruptive Behavior

The Student Code of Conduct outlines the Rules of Conduct regarding students with disruptive behavior.

Student Code of Conduct: [uwf.edu/srr](http://uwf.edu/srr)

### 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 their safety.
- Use of computing facilities and resources to interfere with the work of another student, faculty member, staff member or University official.

## Contact Info at a Glance

Department	Contact
UWF Police Department	<a href="tel:850.474.2415">850.474.2415</a>
Dean of Students Office	<a href="tel:850.474.2384">850.474.2384</a>
Counseling and Psychological Services	<a href="tel:850.474.2420">850.474.2420</a>
Student Health Services	<a href="tel:850.474.2172">850.474.2172</a>
Student Accessibility Resources	<a href="tel:850.474.2387">850.474.2387</a>
Student Ombuds	<a href="tel:850.474.2834">850.474.2834</a>
Alcohol and Other Drug Programming	<a href="tel:850.474.2420">850.474.2420</a>
Housing and Residence Life	<a href="tel:850.474.2463">850.474.2463</a>
Equal Opportunity Office	<a href="tel:850.474.2674">850.474.2674</a>
Title IX Programs	<a href="tel:850.474.2175">850.474.2175</a>