

Process for Classroom Management 2021 - 2022

1. Faculty should immediately call the University Police Department if they ever feel they or their students are in danger (816.271.4438).
2. A faculty member may ask a student to leave the class if they are being disruptive. The student is told that they cannot return until they have met with the faculty member. This should occur before the next scheduled class if at all possible.
3. The faculty member meets with the student to discuss the issue. The faculty member should document the situation with the department chair and through the Early Intervention System (see below).
4. If faculty intervention does not resolve the problem, or if the faculty member is not comfortable meeting with the student, the faculty member may request a meeting of the student with the Chair of the Department (or in the case of the “Schools,” the Dean). The faculty member may or may not be present. This is up to the Department or School.
5. This meeting should again be documented including the expected behavioral criteria. The information should be provided to the student in person, if possible, and in a follow-up email.
6. If issues continue, the instructor and/or the chair/dean should refer the case through the Early Intervention System or email Dr. Brett Bruner, **CARE Team** Chair, at bbruner1@missouriwestern.edu. The CARE team would then consider the student's previously reported behavior and disciplinary matters across campus as part of a threat assessment. The CARE Team Chair will forward that information and the case to Student Affairs.
7. Once this is received by Student Affairs, the student conduct process will move forward. The **Student Code of Conduct** and disciplinary procedures may be found at: [Student Handbook/Code of Conduct](#).

Regardless of whether the initial report is for documentation only or not, the reported “incident” is forwarded to the CARE team. If the incident is “for documentation only,” the report should be documented as such and no immediate action will take place other than the CARE assessment. Note that in the event that the student has “multiple” reports of a serious nature, confidentiality cannot be guaranteed and action may be initiated from a conduct standpoint with the student.

Directions for Early Intervention:

The Early Intervention System is set up through the class photo roster located in Goldlink on the Faculty Tab under Faculty Tools. Students who are currently enrolled in a course will have a button under their photo entitled “Report.” Click on the “Report” button and the student’s information, the class information and the reporting instructor’s information is automatically populated. Choose the “Discipline Reporting Type” that best fits the situation. The report may be for documentation only in which case a letter will not automatically be sent to the student.

Questions? Contact Dr. Brett Bruner, Assistant Vice President of Student Affairs/Dean of Students and CARE Team Chair at 816.271.4432 or email: bbruner1@missouriwestern.edu

Updated 8/20/2021