## Faculty & Staff Emergency Guide

### Student Disruptive and Threatening Behavior

To help clarify the difference between disruptive and threatening behavior and the course of action to take with either behavior, the Dean of Students Office offers the following guidelines.

#### Disruptive Behavior

Conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

Disruptive behavior is detrimental to the academic community because it interferes with the learning process, inhibits the ability of instructors to teach effectively, diverts university energy and resources away from the educational mission and may indicate a significant level of personal problems or distress on the part of the disrupter.

### Threatening Behavior

Any statement, communication, conduct or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property.

### Disruptive Behavior is:

- The student in your class who is persistently tardy or leaves early
- The student who talks incessantly while you are delivering a lecture
- The student who loudly and frequently interrupts the flow of class with questions or interjections
- The student who becomes belligerent when you confront his or her inappropriate behavior in class
- Cell phones ringing in a classroom, text messaging, chatting online
- Persistent and unreasonable demands for time and attention both in and out of the classroom

### Disruptive Behavior is NOT:

- Cultural differences, clash of values or beliefs
- Appropriate demonstrations of disagreements or difference of opinion
- Needing extra time or attention based on reasonable accommodation

### Threatening Behavior is:

- Direct or implied threats of violence
- Challenges to fight
- Shoving
- Physical attacks
- Stalking
- Threatening phone calls, emails or other correspondence
- Acts of harassment

### Direct Threats From Students Should Not Be Tolerated

Encounters with students that leave you frightened and in fear for your personal safety should be taken very seriously. If the threat is immediate, dial 911 for immediate police response. Please notify the Dean of Students Office at 621-7057, whenever the police have been requested to intervene. In instances where the reported conduct constitutes a violation of the Student Code of Conduct, the Dean of Students Office can also assist you in filing a code of conduct complaint and/or providing a support plan.

- "You're going to be sorry you did that!"
- "I know where you live"
- "Just wait, I'll get you"
When addressing Disturbing Student Behavior, please utilize the following guidelines:

Please be aware that it is a mistake to assume behavior will stop on its own. Faculty who state reasonable expectations early and enforce them consistently, help students avoid harsher consequences that come from more serious infractions if the behavior continues.

Step #1: Behavior is recognized
1. Ask the student immediately and respectfully end the behavior by:
   a. Asking the student to stay after class so that you can discuss why the behavior is inappropriate or disruptive.
   b. Taking a break during class and asking the student to end the behavior.

NOTE: All verbal conversations should be followed up with an email message to the student which summarizes the conversation.

Step #2: Behavior continues
1. Let the student know that he/she needs to meet with you as soon as possible about his/her continued behavior in order for them to return to class.
2. Follow up in writing to the student via email outlining the behavior, the rules that were violated, and future expectations for class participation.
3. The warning should also include notice that any subsequent violation of the classroom rules or this policy will result in the instructor filling a Student Code of Conduct Complaint with the Dean of Students Office for failure to comply with instructions.

Step #3: Behavior continues after following
1. If the student has not changed his/her behavior, the case must be referred to the Dean of Students Office (621-7057).
2. Send all related documentation (including but not limited to any written documentation, prior incidents, names of witnesses, etc.) indicating the student’s disturbing behavior to the Dean of Students Office.
3. The instructor must also notify his/her Department Head.

NOTE: Faculty member should keep a log describing disruptive behavior and communicating the meetings and conversations that occurred with the student. These documents should be kept on file.

**Please use the following link for additional meeting guidelines:
https://deanofstudents.arizona.edu/student-rights-responsibilities/meeting-disruptive-student-guidelines

Procedures for Mandatory Reporting

Steps for Mandatory Reporting
If threatened by any student’s conduct to the point of reasonable fear of immediate harm to self, others or property:
1. Leave the area immediately.
2. Call the police by dialing 9-1-1.
3. Anyone who observes what appears to be threatening behavior must report it to the Dean of Students Office and in the appropriate case, file a Student Code of Conduct Complaint.
4. University employees who observe what appears to be threatening behavior must also report it to their supervisor or Department Head.

NOTE: Threating behavior requires mandatory reporting to the police, the Dean of Students Office, and the Department Head or Dean.

When students are absent due to a crisis situation or unexpected illness and unable to contact their individual instructors directly, the Dean of Students Office sends an Emergency Notification. An Emergency Notification is not a request or mandate to excuse an absence, is not appropriate for non-emergency situations (such as car problems, minor illnesses, or a past absence) and is not a requirement for students. Students are encouraged to contact their instructors prior to or immediately upon their return to campus to arrange for completion of the work.

Deceased Student Notices
When a student dies while enrolled at the university, an official memo is sent by the Dean of Students Office to the College Dean, Department Head, and other impacted areas of the University community. If you are aware of a student death, please report that information to the Dean of Students Office at 621-7057.

Signs of a Distressed Student

Students typically arrive on campus with well-planned goals; however, they sometimes face unforeseen challenges in their academic and personal lives and have difficulty managing the intricacies of those hurdles. As a member of the University of Arizona’s faculty and staff, you will likely be the first person to notice distressed students in your classroom or office. The following are signs to observe and report in students:

- Significant changes in academic performance (e.g., frequent attendance with little or no work completed, or overall decline in performance)
- Dependency (the student lingers to see you or otherwise anxious, which is not a request or mandate to excuse an absence, is not appropriate for non-emergency situations (such as car problems, minor illnesses, or a past absence) and is not a requirement for students. Students are encouraged to contact their instructors prior to or immediately upon their return to campus to arrange for completion of the work.

Class absences

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### Resources for the University of Arizona Community

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Dean of Students</td>
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<tr>
<td>Student Assistance</td>
<td>621-7057</td>
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<tr>
<td>Student Accountability</td>
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<tr>
<td>University of Arizona Police Department</td>
<td>911 or 621-8273</td>
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<tr>
<td>Counseling and Psych Services (CAPS)</td>
<td>621-3334</td>
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<tr>
<td>Oasis Program</td>
<td>626-2051</td>
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<tr>
<td>Campus Health</td>
<td>621-6490</td>
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<tr>
<td>Disability Resource Center (DRC)</td>
<td>621-3268</td>
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<tr>
<td>Residence Life</td>
<td>621-6501</td>
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<tr>
<td>Behavioral Intervention Team (BIT)</td>
<td>621-7057</td>
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<tr>
<td>Threat Assessment and Management Team</td>
<td>621-7057</td>
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<tr>
<td>Student Legal Services</td>
<td>621-2782</td>
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### Reporting Discrimination or Harassment

The University of Arizona is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation. Title IX specifically prohibits sex-based discrimination, including sexual harassment, sexual assault, relationship violence, sexual orientation/gender identity/transgender harassment, and gender based stalking.

Most University employees who work with students are responsible for promptly reporting any concerns regarding sex discrimination. Students should be advised of your reporting obligation, so they can determine the extent of the information they wish to disclose.

If a student is reporting sexual violence, inform them that you must report the name of the perpetrator(s), the student(s) affected, as well as the relevant facts, once they are disclosed to you. Inform the student that the University will consider requests for confidentiality, and that OASIS and CAPS are confidential reporting options. Advise students that even if their concern is reported, it is their decision whether they want to file a complaint and/or utilize available support and assistance options.

**In the event of an emergency/crisis or crime, please call UAPD (911)**

If a non-emergency, please contact: Title IX: [www.titleix.arizona.edu/contact_us](http://www.titleix.arizona.edu/contact_us)  
[titleix@email.arizona.edu](mailto:titleix@email.arizona.edu)  
(520) 621-7286