

Civility in the Classroom



A Guide to Classroom Etiquette for Faculty

The University of North Alabama is committed to having students who conduct themselves in a respectful manner during any interactions with faculty, staff, and other students. Students are expected to cooperate with faculty who are acting in the performance of their duties at all times. We hope that the following information is a valuable resource.



General Student Behavior

We recommend that faculty members include a section on each syllabus outlining the expectations for student behavior and etiquette in the classroom. The following is an example that could be used in a course syllabus:

- Use of cellular phones is prohibited during class. Phones must be on silent mode or turned off at all times class is in session. Violation of this class policy will result in....

Specific information and guidelines explaining the individual faculty member's policies can also be included. Following are examples of possible problems that may need to be addressed in a syllabus.

- Inappropriate, threatening, abusive, or vulgar language
- Refusal to comply with proper requests
- Possession or consumption of drugs or alcohol
- Disorderly, indecent, or obscene behavior
- Academic dishonesty or plagiarism
- Sexual harassment of students, faculty, or staff
- Possession of weapons
- Physical threats or intimidation
- Other

The Student Code of Conduct is located at <http://www.una.edu/student-conduct/codeofconduct.html> . You may want to include this link on your syllabus.



Triage of Student Issues

For less threatening behaviors such as disruption of the classroom environment by talking, answering a cell phone, and refusing to take direction, the Office of Student Conduct recommends that the faculty member make one attempt to correct the behavior. If that does not resolve the situation, we recommend making the appropriate referral.

For more serious violations, such as threats, intimidation, alcohol, drugs, sexual misconduct, and weapons, it is strongly recommended that the University Police be called immediately. It is important that every faculty or staff member have the University Police number in their cell phone so it is easily accessible in the event that an incident occurs. **University Police are reached by calling 256-765-4357.**

Harassing communication via electronic mode or by telephone should be reported to the Office of Student Conduct and/or to the CARE Team (see below).

Referrals

In the event that you need to refer a student to the Office of Student Conduct you may stop by the office located in 209 of the Guillot University Center, or call the office at 256-765-5012, or email at studentconduct@una.edu.



UNA's "C.A.R.E." Team

We also recommend that faculty members contact the Office of Student Conduct or University Police if a student's actions or behaviors raise more than a usual concern with that faculty member. Disruptive behavior in the classroom may have been duplicated in other areas of the University. A report on this student to UNA's C.A.R.E. ("Campus Assistance Referral and Evaluation") Team will initiate an inquiry for information from other areas of the University, and will be utilized to formulate a Plan of Action specific to the student's needs.

The purpose of the CARE Team is to enable the University to provide early intervention, support and behavioral response to students displaying varying levels of disruptive, distressed, disturbed and/or dysregulated behaviors to help ensure the health and safety of all members of the UNA community and return the student to a path of success. The online referral form to the CARE Team is accessed at:

https://una-advocate.symplicity.com/care_report/index.php/pid223926?

For more information about the CARE Team, visit:

<http://www.una.edu/studentaffairs/care-team/>

Distressed Students

Faculty members may also deal with students who are in some type of mental, physical, or emotional distress. Depending on the situation, the incident may have to be referred immediately to University Police (256-765-4357), Student Counseling Services (256-765-4328), or Disability Support Services (256-765-4214). Student Counseling Services and Disability Support Services can offer guidance on assisting students in distress. For more general guidance we suggest you review the Students in Distress Guide for Faculty & Staff at:

<http://www.una.edu/student-conduct/publications/index.html>.



Academic Dishonesty

For incidents involving academic dishonesty, please refer to the specific policy at :

<http://www.una.edu/student-conduct/expected-conduct-for-students/academic-honesty.html>.

For questions related to academic dishonesty please contact the Office of Student Conduct (256-765-5012).

Sexual Misconduct & Relationship Violence

For issues related to sexual assault, sexual misconduct, or relationship violence, such as when a student shares this information with a faculty member, please call the University Police, Office of Student Conduct, or Title IX Coordinator. **Remember that as university employees, we are obligated to report any information related to criminal activity to the appropriate office.** Our goal is to assist and support these students as well as to protect the due process rights of the alleged victim and accused student. In protecting the rights of the involved students, we also must protect the safety of the University as a whole. Specific policies are listed on the Office of Student Conduct website at:

<http://www.una.edu/student-conduct/policies/index.html>.

Resources

The Office of Student Conduct will serve as a resource for your work with students throughout the year. Please contact us anytime you have questions, concerns, comments, or information to share. The Student Code of Conduct is located at:

<http://www.una.edu/student-conduct/codeofconduct.html>.