

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.9.3

Title: Student Conduct	
Originated by: Vice President of Student Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: July 13, 2011	Revised on: July 21, 2011

Policy Statement: The safety and well-being of MATC employees, students, and visitors are high priorities at Manhattan Area Technical College. Disruptions in the classroom or other workspaces will not be tolerated and must be dealt with in a manner that ensures safe and reasonable resolution of the situation.

Rationale: The following procedures have been put in place to ensure MATC remains a safe, friendly, and welcoming environment for faculty, staff, students, and visitors.

Procedure:

1. Students

a. Classroom/Lab:

Ordinarily, disruptive behavior is not a problem in a college setting. However, should a student's classroom or laboratory behavior be disruptive, the following policy applies:

If a student's conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the classroom and require a private conference with the instructor prior to returning to the classroom. The instructor may also refer the matter to the Vice President of Student Services for appropriate disciplinary action.

If the student refuses to leave the classroom and continues the disruptive behavior, the instructor may discontinue the class session, inform the student that he/she may not to return to classroom without the instructor's written permission. In addition, the incident will be reported verbally and in writing to the Vice President of Student Services. Such a report should include dates, times, actions, names of persons involved, and names of witnesses. The Vice

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President of Student Services will then pursue the matter with the Vice President for Instructional Services and through the student disciplinary procedure, if necessary.

If, when the class next convenes, the student attempts to return to the classroom without the written permission of the instructor, the instructor may deny the student access to the classroom. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, should call the front office or designate a runner to report the disruption to administration.

b. Campus Grounds and Common Areas:

Should a disruption occur outside of the classroom area, whether on-campus or at an MATC sponsored event, the same basic principles outlined above apply.

Those that observe the disruptive behavior should ask the individual to cease such behavior. In the event that a verbal warning does not bring about the desired results, assistance should be sought through the administration.

c. Note: In the case of dangerous behavior, administration should be notified and the police should be called to reduce the possibility of harm to employees, students, and guests. Each employee should use his/her own discretion regarding direct notification of the police and should understand that all employees have the support of the administration for making the call. ***In other words, we would rather be safe than sorry.***

2. Guests and Visitors

a. Guests invited by MATC employees and who check in at the front office may be directed to that employee's work area unless otherwise requested by the employee.

b. Any employee seeing someone who appears to be a guest or is in search of something should inquire of that person if he/she needs assistance. Guests or visitors who do not have an appointment or have not been invited should first be referred to the administrative offices in Room 104. Front office personnel will determine the purpose of the visit and guide the guest or visitor accordingly.

c. Visitors and guests should not be directed to classrooms but should first be screened through the front office.

d. If a guest or visitor displays disruptive behavior, the steps outlined in Section 1.b. above apply and should be followed.

3. Restraining Orders and Orders of Protection

To help ensure the safety and well-being of faculty, staff, students, and the general public, the College is committed to maintaining a campus environment that serves to minimize the hazards associated with large congregations of people. As an institution

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of education, we provide below the procedures for staff and students to apply for a legal Order of Protection in the event of unwanted, illegal attention.

The person applying for a Protection Order must go to the District Courthouse at 100 Courthouse Plaza (Corner of 5th and Poyntz) in Manhattan. The person would go to the Domestic Abuse offices where there are advocates available to help with the paperwork and walk him/her through the process. In the event an order of protection is needed for other than abuse or stalking, the individual will need to contact an attorney for a civil order.

The complainant should be prepared with dates (approximate dates of work) and actions, words, and/or behaviors that warrant a no-contact order. The person should also be prepared with the name, address, phone number, and birth date of the offender, if possible. If there was a witness to the harassment and/or threat, a signed affidavit from the witness should be taken to the court as well. In this case, an affidavit is a signed, written statement where a person attests to the facts of the situation. Granting the Temporary Order is at the discretion of the commissioner or judge.

The college may reimburse the employee for the cost of the professional server if the problem is college related and takes place on college property. An employee can apply for reimbursement by contacting the Director of Human Resources. After the respondent (the person who has allegedly been harassing or threatening) has had an opportunity to respond in court, an Order for Protection is issued for however long the court deems appropriate.

The College also can issue a no-trespass letter, enforceable by the Riley County Police department if the offender is not a student or employee. For a student, the Vice President for Student Services may send a letter and/or meet with the student and forbid a student from contacting or being in the vicinity of a complainant while on campus.

In any situation that is potentially dangerous to life, please call the Riley County Police Department (911 or 785-537-2112) and intended victim first.