

Office of Student Success

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Classroom Management	Student Conduct Violation	Person to Conduct/Handle Incident
A student is repeatedly showing up late to class.		Instructor of class
A student informs you that they might have been sexually assaulted or know of an incident.		Department of Public Safety and Title IX Officer. The report will be shared and followed up by Dr. LaToya Blount and Kevin Adams.
A student brings a guest/child to class with them.		Instructor of class
	Threat of violence, act of violence, substantial disruption, possession of a weapon. A student is being destructive in the classroom i.e., kicking chairs, tearing down signs, and knocking things over.	Contact the Department of Public Safety at 718-270-6003 (first). Kevin Adams will handle the student conduct violation portion.
A student does not want to take out their Air Pods after repeatedly being told to do so.		Instructor of course (first). It is the faculty's responsibility to set the tone for the class. Department of Public Safety can be called if the incident escalates and presents an immediate danger/threat to all involved.
	Two students are fighting in the classroom	Contact the Department of Public Safety at 718-270-6003. The incident report will be shared and followed up by Kevin Adams.
	Disorderly or disruptive behavior that interferes with the educational or administrative operation of the college i.e., interfering with equipment used to teach a course, if online — inappropriately utilizing the platform, using obscene and inappropriate language.	Contact the Department of Public Safety at 718-270-6003. The incident report will be shared and followed up by Kevin Adams.
A student is showing signs of distress, anxiety and mental health concerns.		Contact the Department of Public Safety at 718-270-6003. Then, contact the Office Counseling & Psychological Services during business hours (Monday-Friday, 9-5) at 718-270-5123/6914.
A Student becomes ill during the class.		Contact the Department of Public Safety at 718-270-6003. Then, contact the Office Health Services during business hours (Monday-Friday, 9-5) at 718-270-6075.