

## All Things Maxient for the Instructor, Student or Administrator

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### Maxient how to find the report form?

On HCC main website:

- Go to Information for ...
- Go to Student
- Go to (left side) Student Rights, Policies & Procedures
- Go to Student Code of Conduct and Discipline (+)
- Report an Incident

Direct link to Student Code of Conduct and Discipline (Step #4)

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

Direct link to the report form

[https://publicdocs.maxient.com/reportingform.php?HoustonCC&layout\\_id=2](https://publicdocs.maxient.com/reportingform.php?HoustonCC&layout_id=2)

### When to use the Maxient report form:

You have a legal obligation to report incidents that you become aware of i.e.

Domestic violence, sexual assault, drug or alcohol related issues, criminal behavior, hazing or hate messaging possession of a weapon, threatening behavior violent behavior, concerns of emotional state of a student etc.

If you are experiencing a behavior issue that is or is approaching a Code of Conduct violation and a Dean of Students needs to be aware.

### Why use the Maxient report form:

On the back side, Maxient notifies the appropriate people that there is an issue with a specific student. Based on what boxes you check in the report when you submit the report automatic notifications go to critical staff. Code of Conduct notifies the Dean of Students, crime notifies the police (do not use for emergencies) behavior issues will notify counseling etc.

When a student is input into the system by multiple faculty or staff, the support team can see all the report from across the district. Student report from West Loop and one from Coleman are all seen by the support staff who can track patterns of behavior across the entire district. Your issue might be minor, but across town a more serious issue may be unfolding.

#### Your Protection:

By entering a Maxient report you have recorded an issue with a specific student. If the situation escalates or continues in the future you have a document trail that records the issues for a time when taking action against the student is required.

Compliant with student discipline requirements under the law ensuring student rights and behavior that is appropriate for the college environment.

Time saver for you ... a report takes five minutes to complete and is routed to the appropriate administrators for you.

## 2. SECTION TWO: INSTRUCTIONAL POLICIES AND PROCEDURES, Part I (Page 8)

### 2.1 - Faculty Teaching Responsibilities

The primary role of a faculty member is to instruct, evaluate, and advise students and to facilitate students' instruction. While carrying out these roles, faculty members serve as a liaison between students and administration in communicating instructional policies and procedures pertaining to students.

### 2.9 - Evaluation of Students' Performance (Page 15)

Instructors are expected to evaluate the work of students enrolled in college-level credit courses at least four times during a semester, or as called for by the Discipline Committee supervising the course, and assign grades. Evaluations can include tests, homework assignments, pop quizzes, in-class essays, out-of-class essay assignments, term papers, projects, presentations, journals, and other assignments. Instructors are urged to require that students complete at least one written assignment for evaluation during the semester.

A good system of evaluation will:

- a. Aid students in knowing what is expected of them and help prepare them for the specific kind of evaluation to be given.
- b. Allow students a number of opportunities to be evaluated so that one poor performance does not automatically result in a failing grade.
- c. Give students feedback on their progress several times throughout the term.
- d. Use more than one mode of evaluation so that students have an opportunity to exhibit learning in more than one way.
- e. Determine final course grades in a fair and objective manner.

### 2.16 Student/Discipline Conduct (Page 21)

Houston Community College System views college-level students as adults who subscribe to a basic standard of conduct which requires that they not violate any municipal, state, or federal laws. HCCS has a duty and corollary disciplinary power to protect its educational purpose through the setting of standards of conduct and through the regulation of the use of System property.

1. A student's membership in the community of scholars is a privilege and carries with it obligations to participate in and contribute to the educational mission of the College and to avoid any behavior that is contrary to that mission. Therefore;
  - a. No student may disrupt or otherwise interfere with any educational activity being performed by a member of the College System.
  - b. In addition, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars.
  - c. Student conduct and responsibilities are described in the HCCS Student Handbook, and students are expected to use these policies as guidelines for their behavior.
2. An instructor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official.
  - a. The student has the right to return to the next class/activity.

## Disruptive Student Process

- b. If the problem persists, the instructor should consult with the appropriate Dean(s) concerning disciplinary action.
  - c. If a student refuses a well-founded request to leave the classroom voluntarily, security can be summoned to remove the student so that the scheduled activity may resume without further disruption.
  - d. In cases of serious problems, the faculty member should report the incident to his or her instructional supervisor.
3. If a faculty member who is having a disciplinary problem with a student feels that the student is a threat to the faculty member's safety and/or the safety of the other students, the faculty member should immediately alert Campus Security.
  - a. Further disciplinary action may be pursued according to System guidelines presented in the HCCS Student Handbook.
4. The above policy does not diminish the student's freedom to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, students are responsible for learning the content of any course of study in which they are enrolled.
  - a. Free inquiry and free expression, both by the instructor and the student, are indispensable to the pursuit of truth and the development of students.
  - b. Students must exercise their liberty with responsibility.

## HCC PD – Assistance Protocol

1. In the event an Instructor requests police assistance with a disruptive student, officers will do the following;
  - a. Positively identify all parties involved.
    - i. Visitors and members of the campus community are required to have ID per the Texas Education Code 51.209 and 51.232 and the Code of Student Conduct.
2. Attempt to calm the student and remove the student from the classroom as requested by the previously identified Instructor into a separate classroom or office.
3. Immediately contact one of the following;
  - a. Advise HCC PD Dispatch of the situation
  - b. On duty HCC PD Supervisor
  - c. Dean of Student Development (Code of Student Conduct) or their designee
4. If the incident is not criminal in nature allow administration to handle the situation if possible.
5. Complete a Crimestar report indicating whether the incident was administrative or criminal in nature according to the proscribed format, including the name of the instructor requesting assistance and the nature of the request, the student(s) involved and which administrative members the student was referred to.
6. If the incident was administrative in nature determine what final disposition was given by the Dean of Student Development.

# Tips for dealing with disruptive Students.

1. Draw up a list of behaviors that you expect students to exhibit in the classroom. Include that list in your class syllabus and discuss it with the students on the first day of class.
2. Ask the students what other behaviors they would add to the list and include their ideas in your course planning.
3. Observe any students that exhibiting disruptive behaviors. The kinds of behaviors they exhibit and the things that they say may give you clues into why they are disruptive in class. Once you have an idea of what is causing the disruption, you may be able to do something about it.
4. Request that the student cease disruptive behavior. When doing so, remain calm and speak politely. Remind the student of the classroom rules that the classroom agreed upon on day one.
5. Request to meet with the student outside of class. Explain your concerns to the student and listen to the answers. This could be another opportunity to help ... don't blow it!
6. Expel the disruptive student from the classroom **for the rest of that class period** if the disruption continues. You are not authorized to expel a student for an entire semester, this kind of expulsion requires "due process" for the student that is explained in the college's student handbook. Document your behavior issues in the Maxient Reporting system. [https://publicdocs.maxient.com/reportingform.php?HoustonCC&layout\\_id=2](https://publicdocs.maxient.com/reportingform.php?HoustonCC&layout_id=2)
7. Exhibit the behaviors that you wish to see in your students. If you requested, for example, that students not curse in class, then you should not, either -- no matter what any student says or does.
8. If a student makes threats or exhibits violent behavior such as attacking another student, dispense with formality and immediately call the campus police. The college will have a legal procedure for dealing with this sort of disciplinary issue.
9. **You must document your interactions with students related to behavior. Document the event in the Maxient behavior tracking tool.** <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

If you document all interactions, when they escalate you will have a track history of escalating behavior that will support your position to remove a student should you need to.

Resource video:

Dr. Brian Van Brunt discussed how to work with disruptive students in the classroom. To register for Dr. Van Brunt's webinar, please visit our website - [http://www.innovativeeducators.org/product\\_p/448.htm](http://www.innovativeeducators.org/product_p/448.htm)

## Calling the Police

When all your efforts are failing and you think you need the police ....

If you need us call us ... we will always come!

### **Use 713-718-8888 or on a college phone call 8-8888**

Stay on the phone with our dispatcher until we arrive. If we know things are escalating we will come faster. It is best if we talk with you not a receptionist in the lobby.

### **Calling 911 is a bad idea for police calls ... how come?**

911 on landline goes to the local police (Houston, Stafford PD Harris County SO) as soon as their dispatcher enters the address into their system they see it is an HCC location and they stop! Transfer the call to our 8-8888 dispatcher and you get to start all over again.

Calling 911 from a cell phone the call goes to DPS then the local police who will then push you to 8-8888.

**When do I call 911 ...** for medical calls the fire department will be dispatched for medical or fire calls!

### **Always know that your safety and the safety of your students is the first priority!**

If the disruptive student becomes aggressive and will not leave the classroom/area ... remove the students and yourself from the classroom ... Students first you have a duty to protect them.

### **Take Action Now!**

Please take a moment and program 713-718-8888 into your cell phone now so you can reach us any time you are on campus. If you have room on your phone .... Make it a one touch /speed dial!