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<b>Executive Responsibility:</b>	Executive Director, Student Services	<b>Next Review:</b>	Apr., 2012
<b>Administrative Responsibility:</b>	Executive Director, Student Services	<b>Policy:</b>	31.06

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STATEMENT:

DEFINITIONS

1. Disruptive Behaviour – Any interruption to the learning environment that serves to obstruct, bring disorder, or break the flow of continuity of the activity.
2. Employee – A person in receipt of or entitled to wages for labour or services performed.
3. Student – Any person who is enrolled in a course(s) or a program at Vancouver Island University.

PROCEDURE

1. When disruptive or intimidating behaviour occurs in a learning environment the employee in charge should:
  - a. Ask the person or persons responsible for the disruption to leave for the duration of the class or the remainder of the day; and
  - b. Report the incident to the responsible Dean, Director, or Regional Campus Principal, using the Vancouver Island University Incident Report forms supplied by Physical Plant. Instructions for distribution of the Incident Report form are included on the form.
  - c. If the disruptive behaviour includes threats or acts of violence, the [Executive Director, Student Services](#) and the [Administrative Coordinator, Health & Safety Services](#) should be informed. The employee responsible may ban a student from the learning environment, pending appropriate action by the Dean or Regional Campus Principal in consultation with the Executive Director, Student Services.
2. If the employee has any difficulty in carrying out this policy, he or she can request the assistance of Facilities Services or Security, by calling 6600. In such cases the employee must report the matter to a supervisor, [Facilities Services](#), and the [Administrative Coordinator, Health & Safety Services](#), and must file an Incident Report. The specific steps in the procedure may vary at each campus. Contact the Regional Campus Principal

for information if uncertain.

3. If threats or physical violence occurs, then action should be taken to secure the safety of all involved by immediately requesting assistance from Facilities Services or Security, by calling 6600. If the R.C.M.P. are needed, they will be contacted by Facilities Services or Security.

#### APPEALS

Students may appeal any action under this Policy through the [Student Conduct Appeal](#) policy.

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