



News for Adjuncts

September 1, 2013



Special Interest Notes:

- Publish your expectations
- Deal with disruptions as they occur
- Maintain your composure

Classroom Decorum

It is reasonable to expect adult behavior in the Bluegrass classroom and workplace. ***If you have specific expectations regarding classroom behavior, please let your students know early in the semester.***

The line between annoying behavior and disruptive behavior is not always as clear as we would like. ***Pay attention to annoying behavior and be willing to address it, in private if possible, with students.***

The instructor's response to a student's behavior can help contain or escalate the incident. In general, ***the instructor has a greater professional responsibility to try to contain an incident.***

If a student exhibits annoying and/or disruptive behavior, ***please let a coordinator and assistant dean know.*** Document the behavior. We want to work with you in ensuring that learning is not compromised in your classroom by a student's behavior.

If a student's behavior is disruptive, speak with the student in private to explain expected behavior and consequences of disruptive behavior. If the behavior recurs after the verbal warning, arrange to meet with the student and your program/ area coordinator. If the disruptive behavior still continues, please complete the Disruptive Student Report, available at <https://ites.bluegrass.kctcs.edu/modules/disruptive/disruptive.php>

If the disruptive behavior still continues, after working with the coordinator, please ask the student to see the Assistant Vice President for Student Rights and Responsibilities and Dean of Students.

Some students need coaching or guidance about their behavior; we have instances where a student simply does not know that a certain behavior is annoying or disruptive. ***When possible, coach students on appropriate behavior.***

The College does not expect you to handle these instances alone. Please, please let us know when you are dealing with inappropriate behavior so we can assist you.

Only those persons with a legitimate educational relationship to Bluegrass are supposed to be in your classroom. Spouses, partners, children, friends and others are not entitled to access to your classroom.

Ask for help and guidance!



Individual Highlights:

- Ask for help early
- Keep track of behavior
- Be consistent & considerate