

FACULTY "911" GUIDE

HELPING STUDENTS IN DIFFICULTY

Students in Distress

The Office of Student Rights and Responsibilities has developed this informational guide as a means to assist faculty, staff and the university community when dealing with troubled students.

Students with Disruptive Behavior

The Golden Rule Handbook outlines the Rules of Conduct regarding students with disruptive behavior.
website: www.osc.sdes.ucf.edu email: st_condu@mail.ucf.edu

Emergency

UCF Police Department
Office of Student Conduct
Counseling Center
Student Health Services
Student Disability Services
Ombuds Office
Victim Services
Alcohol & Other Drug Programming
Housing & Residence Life
EEO

Dial 911

x3-5555
x3-2851
x3-2811
x3-2701
x3-2371
x3-6440
x3-2425
x3-0879
x3-4663
x3-1336

If you are dealing with students in difficulty:

- Be aware of the location of the nearest telephone, whether it is within the building, or a personal cell phone.
- If the student is a threat to others, contact 911 or UCF Police immediately and complete an incident report with the Office of Student Conduct.
- If the student is causing classroom disruption, but not a threat to others, discuss with the student individually and complete an incident report with the Office of Student Conduct.
- You may always ask the disruptive student to leave the classroom.

If in doubt, always call the UCF Police Department

Disruptive Conduct

- An act which impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof.
- An act which deliberately interferes with the academic freedom or the freedom of speech of any member or guest of the University community.
- A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- Conduct which is lewd or indecent.
- Breach of peace: an act, which aids, abets, or procures another person to breach the peace on the University premises or at University sponsored/related functions.
- Failure to comply with oral or written instruction from duly authorized University officials acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.

Personal Abuse

- Verbal or written abuse of any person including lewd, indecent, or obscene expressions of conduct.
- Physical abuse or threat of physical abuse to any person.
- Harassment: defined as behavior (including written or electronic communication such as AOL IM, ICQ, etc.) directed at a member of the University community which is intended to and would cause severe emotional distress, intimidation, or coercion to a reasonable person in the victim's position, or would place a reasonable person in the victim's position in fear of bodily injury or death.
- Failure to respect the privacy of other individuals.

UCF CREED

I will practice and defend academic and personal honesty.
Scholarship
I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.
Community
I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.
Creativity
I will use my talents to enrich the human experience.
Excellence
I will strive toward the highest standards of performance in any endeavor I undertake.

DECEASED STUDENT NOTICES:

These are notices that are sent, as a courtesy, to a student's professors to alert them to their absence in class due to an injury, illness, family emergency, etc. These notices are *only* a courtesy and do *not* excuse the student from doing the missed work or taking the missed exam/quiz. Students *must* contact their professors to make arrangements for any make-up work. Class Absence Notices are handled by the Office of Student Rights and Responsibilities (407) 823-6960.

CLASS ABSENCE NOTICES:

When students of the University pass away (whether during a term or not), there is a method to notify appropriate departments. A courtesy e-mail memo is sent to the college of their major. Deceased Student Notices are handled by the Office of Student Rights and Responsibilities (407) 823-6960.

STUDENT DISABILITY SERVICES

If you are dealing with a person with a disability who is in difficulty, ask them if you may contact:



DISABILITY



COUNSELING CENTER

If you see, or are dealing with a student who "needs to talk to someone" about a personal concern or is experiencing a psychological or emotional crisis:



EMOTIONAL BEHAVIOR



STUDENT HEALTH SERVICES

If you see or are dealing with a person who is injured, or whose behavior seems erratic:



ILLNESS



UCF POLICE DEPARTMENT

If you see or are dealing with aggressive behavior or other unusual situations:



AGGRESSION



Front Line Staff, Professors, Teaching Assistants, etc.

THE FIRST CONTACT