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| HAYWOOD COMMUNITY COLLEGE | ADMINISTRATIVE REMOVING STUDENTS FROM CLASS | Procedure 2.1.1.1 |
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When it becomes necessary to notify a student in a class, which is in session, that the student needs to address some immediate issue (the following procedure should be used).

I. Issues Not Related to Safety, Security, Conduct, Legal Matters, or Emergencies

The party seeking the student should go to the departmental assistant's office in the department or program to find out what class the student is attending and to describe the nature of their business with the student. The departmental assistant will notify HCC Security if the party seeking the student is not associated with the College in order to ensure the safety of those on campus. The departmental assistant and/or HCC Security will escort the responsible party to the classroom, politely knock on the door, call the instructor into the hall and tell the instructor that the student needs to be excused from the class to deal with an issue. The instructor should call the student out of class and tell him/her that s/he needs to address the issue.

II. Issues Related to Safety, Security, Conduct, Legal Matters, or Emergencies

If there is an issue related to safety, security, conduct, legal matter, or emergency which requires one or more student's attention, HCC Security, the School Resource Officer (SRO), or a member of College Administration may remove the student(s) from class as needed. Every effort should be made not to embarrass the individuals involved and to minimize any interruption or disruption to the class. Once the individual is removed they should be escorted by HCC Security and/or the College Administrator to a private location where they can be interviewed (for safety, security, or conduct investigative purposes) or informed of the issues/information (if a legal matter or emergency requires their attention). The student will be allowed to return to class unless a member of HCC Security or College Administration instructs otherwise.

Should a student be trespassed from campus, they will be issued a Trespass Notice by a member of HCC Security, College Administration, or the SRO. The notice will inform the student how long the trespass is in effect for, and the circumstances for their return. The initial expiration date of the Trespass Notice shall be at the party's discretion, but may be modified by College Administration at any time. If the expiration date is modified, the student will be notified in writing.

Adopted: 11-14-2017

Revised: 12-11-2019