

## AP 4255 - Removal of a Student from a Classroom/Office/Site

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**Employee:**

If allowing student to remain in the area constitutes a continuing violation of an atmosphere conducive to learning, safety, the orderly administration of the college, or the rights of the members of the college community, then does one of two options:

1. Requests student to leave the area; if student refuses to leave, calls the **Public Safety Office**.  
or

34742068. If employee elects not to personally confront and **request student to leave the area, calls the Public Safety Office** to take appropriate action.

**Public Safety Office:**

1. If appropriate, requests student to leave the premises.
  - a. If allowing student to remain would constitute a continuing violation of an atmosphere conducive to learning, safety, the orderly administration of the college, or the rights of the members of the college community, places student under citizen's arrest; and removes student from the immediate area.
2. Documents the incident with a formal report and informs appropriate area administrator(s) and **Dean of Student Development and Learning Resources** of action taken.

**Outreach Centers**

**Employee:**

If allowing student to remain in the area constitutes a continuing violation of an atmosphere conducive to learning, safety, the orderly administration of the college, or the rights of the members of the college community, then does one of two options:

1. Requests student to leave the area; if student refuses to leave, contacts the **director or person in charge**.  
or

34777080. If employee elects not to personally confront and request student to leave the area, calls the **director or person in charge** to take appropriate action.

**Director or Person in Charge:**

1. If appropriate, requests student to leave the premises.
  - a. If student refuses to leave premises, contacts local law enforcement agency for initiation of arrest procedures for criminal trespass.
2. Reports incident to **supervisor, Dean of Regional Education Services, Dean of Student Development and Learning Resources, and the Public Safety Office.**

September 9, 1991  
*Adopted College Council*  
December 9, 1998, May 10,  
2006  
*Revised*