



INDIANA UNIVERSITY

OFFICE OF THE VICE PROVOST FOR
FACULTY AND ACADEMIC AFFAIRS

Bloomington

To: IUB Instructors
From: Eliza Pavalko, Vice Provost for Faculty and Academic Affairs
Subject: Tips on Classroom Management
Date: August 26, 2021

Times of transition are never easy, and this semester is no exception. As we all navigate our way to a “new normal” in this first week of classes we want you to know that we are here to support you and we are committed to keeping our campus a safe place for all. We have received many questions on classroom management and so thought it would be helpful for you to have this information in one place.

You will find the latest information on COVID safety and protocols at <https://www.iu.edu/covid/index.html>. It includes a section in the [FAQs](#) with information for instructors.

Here are a few key points to assist in the management of your classroom.

Masks

- Masks are required in all classrooms and group spaces. However, if you can maintain distance from others when lecturing you may lower your mask while presenting.
- As a community, we must follow the guidance issued by Monroe County to keep each other safe. If a student in your class arrives without a mask, or is not wearing their mask properly, we suggest the following steps:
 - Remind the student that we must all wear masks to keep each other safe.
 - If the student does not have a mask, allow them to go get one from any building entrance.
 - If the student is not willing to follow health and safety guidance, you may ask them to leave class.

Student Non-Compliance in the Classroom

We ask that you treat failure to follow public safety guidance, such as not wearing a mask, as you would other disruptions. We suggest the following steps:

- Attempt to resolve the concern directly with the student.
- If you are unable to resolve this issue, you may ask the student to leave your classroom. If the class is extremely disrupted, instructors have the discretion to judge whether the class period can continue.
- It is appropriate to enlist the support of your unit head (chair or dean) if the case remains unresolved.
- If the situation is not resolved and the student continues the disruption, you may report this conduct to the [Office of Student Conduct](#). If you have questions about completing the report please call 812-855-5419. They will then work directly with the student following procedures outlined in the student policy [STU-02](#).
- IUPD is not to be used for classroom management, including a disruptive student. IUPD should only be called in the case of physical violence or threatened violence.

Quarantine, Isolation, or Illness

- IU Health and safety professionals are working hard to ensure that every member of our community follows guidance related to COVID-19 exposure or symptoms. We ask that all class policies and practices support these efforts.
- Absence from class because a student is following an isolation or quarantine order must be accommodated. Instructors may not require medical information (e.g., test results) and should encourage students to stay home when directed to do so.
- Instructors should support student efforts to recover or maintain progress in the class while away. This may be done through a variety of means, including but not limited to, participation in online activities, completion of self-paced assignments, and follow-up with classmates and/or the instructor as appropriate. Instructors are not required to offer live instruction in more than one modality simultaneously.

Vaccination status

- We have a responsibility to protect both the safety and privacy of every member of our community. Under no circumstances should classroom practices be based on vaccination status. Instructors should not request this information from students or from colleagues and they should plan classroom activities that are equitable for all, regardless of such status.
- Instructor availability for office hours is an important part of student learning and success. Instructors may choose the format for office hours (virtual, face-to-face, or a mix) but they must provide all students in the class with the same opportunities for access. The same principle applies for mask wearing during in-person office hours.
- Although you cannot inquire about vaccination status, you can continue to encourage all students to get vaccinated, thank them for the high compliance rate IU has already achieved, and offer resources to help them understand how to stay safe and to keep others safe.