

FACULTY AND STAFF GUIDE: ASSISTING STUDENTS IN DISTRESS

Campus Resources

- 24/7 CARE anonymous hotline call/text (925) 878-9207 only during academic year
- CARE (Campus Assault Resource and Education) Center: (925) 631-4193
- Center for Women & Gender Equity (CWGE): (925) 631-4192
- Community Life: (925) 631-4238
- Counseling and Psychological Services (CAPS): (925) 631-4363
- Dean of Students: (925) 631-4238
- Health Center: (925) 631-4254
- Human Resources: (925) 631-4212
- Intercultural Center: (925) 631-8545
- Mission and Ministry Center: (925) 631-4366
- Public Safety (24 hours): (925) 631-4282
- Student Disability Services (SDS): (925) 631-4358
- Academic Success Office: (925) 631-4349

After-Hours Resources

- Public Safety 24/7: (925) 631 - 4282
- Contra Costa County Crisis Hotline: Dial 211
- Health Center After Hours Medical Advice: (925) 631 - 4254
- National Crisis Center Hotline: Call or text 988 or chat 988lifeline.org

Public Safety

(925) 631-4282, Assumption Hall West

- If the student threatens the safety of self or others or acts in a threatening manner
- If the student refuses to leave classroom or office
- If the student is reporting or initiating a threat or bomb scare
- If the student exhibits behavior that is lewd and indecent

Helping Students in Distress

- If you are concerned for your safety or that of others, call Public Safety (925) 631-4282
- If the student is causing a disruption to the classroom or office environment but does not pose a threat:
 - Intervene on impact-discuss the situation with the student to address the inappropriate behavior
 - Ask the student to leave the room
 - Contact Community Life: (925) 631-4238
 - Always document the behavior, even if only via e-mail to Community Life: commlife@stmarys-ca.edu
 - When in doubt, call Public Safety: (925) 631-4282
- If the student needs financial, nutritional, or other resources, contact the Dean of Students Office at (925) 631-4238.
- If you are concerned about a student, submit information to Retention Alert: stmarys-ca.edu/success

Note: Regardless of the situation, contact any of the offices listed in this guide for support or information!

Where to Find Guidance or Advice

CARE (Campus Assault Response and Education) Center

(925) 631-4193 or CARE Hotline (925) 878-9207

- If the student has questions about stalking, sexual harassment, or healthy/unhealthy relationships
- If the student's communication indicate having experienced sexual assault or relationship violence

Counseling and Psychological Services (CAPS)

(925) 631-4364, Augustine Hall, Ground Floor

- If the student's communication indicates a loss of touch with reality
- If the student's communications reflect suicidal thoughts or actions, depression, hopelessness, anxiety, or difficulty dealing with grief

Dean of Students

(925) 631-4238, Ferroggiaro Hall, # 200

- If the student does something significantly out of character
- If the student acts peculiar and this is cause for alarm
- If the student displays unhealthy or dangerous patterns of behavior
- If student is in need of basics (housing, food, etc.)

Health Center

(925) 631-4254, Augustine Hall, Ground Floor

- If student needs urgent care for medical services and minor injuries
- If students need SMC-required immunizations or travel health medical needs
- If undergraduate students need community and individual education for a healthy lifestyle
- If any student needs referrals to local medical and psychiatric resources

Human Resources

(925) 631-4212, Filippi Hall, Garden Level

- If a complaint or concern is brought forward regarding an employee or contractor
- If a staff/faculty member or supervisor is aware of a concern and/or complaint from a student or any other individual and would like to receive consultation

Mission and Ministry Center

(925) 631-4366, Korth 1 (right of Chapel)

- If the student has questions about faith, religion, or spirituality
- If the student needs pastoral guidance and/or spiritual accompaniment due to a crisis, death, illness, family challenge, loss, or personal difficulty

Academic Success Office

(925) 631-4800, Filippi Hall

Submit information to Retention Alert:

- If the student is not attending class for an extended period of time
- If the student is overwhelmed by a problem with the College
- If the student is debilitated or overwhelmed by a family emergency
- If the student is having academic or personal difficulty and would benefit from additional resources, services, and tailored support

Student Disability Services

(925) 631-4358, Filippi Academic Hall, #190

- If the student discloses a disability and could benefit from information about available services and options
- If the student requires a medical withdrawal or medical leave of absence

**Emergency 24 hours/7 days a week:
(925) 631-4282 or 911**

For more information on helping distressed students, visit: stmarys-ca.edu/counseling-and-psychological-services-caps

To report any student concern, bias incident, or general concern, visit: stmarys-ca.advocate.symplicity.com/care_report/

Supporting Crime Victims

RECOGNIZE

- Crying and/or leaving the classroom when sexual violence, domestic violence, stalking, or child abuse is the topic
- Sudden change in academic performance
- Visible bruises on face, throat, arms, or legs
- Sudden changes in demeanor (for example, a formerly assertive student becomes withdrawn, or a formerly easy-going student appears angry all the time)
- Appearing to be afraid of another student in the same class

RESPOND

- Listen sensitively and carefully, and believe what the student tells you
- Do not minimize what happened
- Do not blame the student
- Help them to resources
- Encourage the student to report the crime

REFER

Campus Confidential Resources

Director Of CARE: (925) 631-4193
 Counseling & Psychological Services: (925) 631-4364
 Priest in Confessional: (925) 631-4366

Reporting Advocacy

24/7 Care Hotline: (925) 878-9207
Public Safety: (925) 631-4282
Deputy Title IX Coordinators: (925) 631-4238

REPORT

Dean of Students: (925) 631-4238

Urgent Response, including threatening conduct: **Public Safety: (925) 631-4282**

Note: When reporting a sexual harassment/assault, please keep in mind that Title IX law requires all employees to report sexual harassment. Your responsibility as an employee is to support the student and refer them to appropriate staff for support.

Mental Health Concerns

RECOGNIZE

- Reference to suicide or hopelessness in conversation or writing
- Significant changes in mood, personal hygiene, or behavior
- Not attending classes
- Marked decline in quality of work or course participation
- Not returning emails or emailing too frequently
- Consistently comes to office hours to talk about personal problems
- Coming to class or a meeting while intoxicated or under-the-influence
- Disturbing content in paper/emails
- Bizarre behavior or speech

RESPOND

- Safety first: threatening behaviors require immediate action
- Trust your instincts
- Listen sensitively and carefully
- Don't be afraid to ask students directly if they are under the influence of drugs or alcohol, feeling confused, or are having thoughts of harming themselves or others
- Support and use a non-confrontational approach, a calm voice, and words that highlight your desire to help
- Refer students to Counseling and Psychological Services (CAPS)
- Report serious or persistent troubling behaviors to appropriate campus departments or offices that have the necessary expertise and personnel to help

REFER

SUPPORT AND REFERRAL

Counseling and Psychological Services (CAPS) (925) 631-4363

- Refer to website for current office hours: stmarys-ca.edu/counseling-and-psychological-services-caps

Public Safety (925) 631-4282

- Urgent response, including threatening behaviors

Misconduct Concerns

RECOGNIZE

Harassment

- Unwanted personal contact, phone calls, text messages, or any type of communication continued after the person has been told to stop

Disorderly Conduct

- Inappropriate outbursts or persistent interruptions
- Continued arguing beyond the scope of academic debate
- Refuses to follow directions

Disruptive or Threatening Conduct

- Throwing items in anger
- Bullying; making threats
- Refusing to leave the classroom/office
- Refusing others the option to leave
- Brandishing a weapon

RESPOND

Ensure your safety in the environment

- Use a calm, non-confrontational approach
- Ask the student to meet with you outside the classroom
- Explain the impact of the behaviors on the class
- Express your concern for the student
- Help student explore options and alternatives and outline your expectations
- Threatening behaviors (such as brandishing a weapon) require immediate call to Public Safety **(925) 631-4282**

REFER

Consult

- **Department Chair or College Dean**
- **Community Life: (925) 631-4238**
- Urgent Response, including threatening behaviors: **Public Safety: (925) 631-4282**

Bias Incident Response Team (BIRT)

We at Saint Mary's College cherish the inherent dignity of each member of our diverse community. Grounded in Saint Mary's mission, three traditions, and the five Lasallian core principles, BIRT strives to promote a safe, hate-free environment where all people can live, work, and learn. BIRTs' primary roles are to recommend preventative education as well as report and respond to bias incidents and hate crimes.

To report a bias incident or hate crime, please use the BIRT reporting form: stmarys-ca-advocate.symplicity.com/care_report/

Medical Concerns

RECOGNIZE

- Unresponsiveness, sudden change in behavior, or inappropriate response
- Shortness of breath or chest pain
- Bleeding or severe swelling
- Sudden onset of pain
- Seizures
- Obvious physical injury

RESPOND

- Do not move an injured person (unless in immediate danger)
- Immediately call for help
- Check for medical alert information
- Reassure and attempt to calm the injured/ill party
- Stay with person until help arrives

REFER

- **Health Center (925) 631-4254**

Refer to website for current office hours
stmarys-ca.edu/health-wellness-center

- **Urgent Responses**

Public Safety (925) 631-4282 or 9-1-1

Title IX: Prohibiting Gender-Based Discrimination

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. Saint Mary's College is dedicated to maintaining a community where everyone can work, live, and learn in an environment free of all forms of "covered sexual harassment" including quid pro quo, unwelcome conduct of a sexual nature, sexual assault, dating violence, stalking, and sexual exploitation

For inquiries to report:

stmarys-ca.edu/title-ix

Title IX Coordinator:

Anthony Garrison-Engbrecht, Ph.D, Vice President for Student Life
 (925) 631-4524 | anthony@stmarys-ca.edu

Title IX Deputy Coordinator (For Students):

Travis Mason, Associate Dean of Students
 Director of Community Life, Students Rights and Responsibilities
 (925) 631-4238 | t1m12@stmarys-ca.edu

Title IX Deputy Coordinator (for Faculty and Staff):

Erika Roesch, Recruiting Manager, Human Resources
 (925) 631-4212 | ehr2@stmarys-ca.edu

Title IX Deputy Coordinator (for Athletics):

Kami Gray, Senior Women's Administrator/Assistant Director of Athletics
 (925) 631-4521 | kgray@stmarys-ca.edu

Outreach, Referral, & Behavioral Intervention Team (ORBIT)

Serves to coordinate info & resources for all students of concern with the goal of early intervention & support. Members of the team also assist in addressing situations where students display threatening or concerning behaviors that potentially impede their or others' ability to function successfully or safely. ORBIT is responsible for assessing reports of troubling behavior and implementing interventions that are in the best interest of the College and the individual. You may report a student of concern by submitting detailed information to: dos@stmarys-ca.edu