

When to Refer to Advising Services

You are on the “front lines” with our students. You see them more frequently and for longer periods of time than the counseling staff. We depend on you to function as the eyes and ears of concern on our campus. With some situations, your care and concern will be enough to reassure the student. However, there will be cases when you will need the assistance of a professional counselor. If you feel uncomfortable with the situation, or are at a loss as to what may help the student, please refer them on to Advising Services. If you feel the behavior is of a more serious nature, complete an **ACT report form** <http://www.alvincollege.edu/ACT/Incident-Form>. Below are some signs you may see that indicate a student is in need of counseling support:

- Increasing withdrawal or isolation from other students
- Increasing disorganization, confusion
- Unable to focus on topics or activities, confused thinking
- Outburst of negative behaviors in the classrooms or hallways
- Unhappiness/disgust over a period of days or weeks
- Changes in appearance, weight gain or loss, poor hygiene
- Sudden changes in manners, behavior towards others
- Hanging around you or other staff members excessively
- High anxiety that can not be calmed
- Loss of sleep or chronic fatigue, restlessness
- Irrational thinking or fears
- Excessive physical complaints with no obvious cause
- Indication of suicidal thoughts or tendencies
- Indication of problems at home with family/friends
- Physical or emotional signs of abuse
- Indication of problems with finances

ACC Advising Services

Located in Admissions/A100
281-756-3531

SERVICE HOURS

Fall & Spring Semesters

Monday & Tuesday, 8:00 am - 7:00 pm
Wednesday & Thursday, 8:00 am - 5:00 pm
Friday 9:00 am - 5:00 pm

Summer Semester

Monday and Tuesday, 7:30 am - 7:00 pm
Wednesday and Thursday, 7:30 am - 5:00 pm
Friday: closed

ACC Police Department

Located in Building H
281-756-3700

In the event of an emergency,
contact the ACC Police Department
at extension 3700 (281-756-3700)
or call 911.



ALVIN COMMUNITY COLLEGE
www.AlvinCollege.edu

3110 Mustang Road • Alvin, TX 77511
281-756-3500

Alvin Community College does not discriminate against anyone on the basis of race, religion, color, sex, handicap, age, national origin, or veteran status. The college reserves the right to alter or discontinue courses and programs.

Student Behavior Referral Procedures for Faculty



ALVIN COMMUNITY COLLEGE

RISK LEVELS

Include expectations of appropriate behavior in course syllabus and review with the class (include reference to the Student Handbook for the Student Discipline and Conduct Code).

Risk Level - Very Low (Distressed Student)

If these behaviors are observed, it is the instructor's responsibility to address the concern with the student and use classroom management.

Behavior Examples:

- Disclosure (written or oral) of emotional upset and/or relationship problems
- Personal impact by situation stressors or a traumatic life event
- Unusual/sudden fluctuation in grades
- Unusual/sudden change in attendance pattern
- Unusual/sudden changes in personal dress or hygiene
- Anxious behavior, avoiding participation.
- Unusual/sudden change in emotional response, unusual or exaggerated anger
- Continuous conversations off point/subject of the class subject matter

Recommendations:

- Recognize when a student may need help and be willing to offer assistance. Meet in a confidential place.
- Focus on "observable" behavior, avoid judging or criticizing.
- Consult with a counselor/advisor about your concerns.
- Refer student to appropriate services, or department chair or walk student over to Advising Services.
- Document your concerns and response.

Risk Level - Low (Distressed/Disruptive Student)

There is no serious threat to a student or concern to others. At this level, any concerns between individuals can generally be resolved by addressing the conflict or dispute between the parties involved. Counseling and follow-up support may be recommended. Generally, in this situation, the student can acknowledge the inappropriateness of the behavior and engage in behavior to make amends with the other party. These students may be experiencing mental health problems, but their conduct is not generally in violation with the college's student code of conduct. Also, these are problems that should indicate that a problem is developing and will likely continue without intervention.

Behavior Examples:

- Abusive language or excessive use of profanity
- Argumentative
- Lack of cooperation when requests are made
- Sexual comments, gestures, or innuendoes
- Negative attitude toward the rules
- Displays of anger
- Emotionally erratic
- Veiled threats

Recommendations:

- Recognize when a student may need help and be willing to offer assistance. Meet in a confidential place.
- Review behavioral expectations with student.
- Do not ignore disruptive behavior. Ignoring might be seen as acceptance of the behavior.
- Consult with a third party (counselor, department chair, advisor).
- Document concerns for personal use.
- Complete an **ACT report form** at:
<http://www.alvincollege.edu/ACT> or email
ACareTeam@alvincollege.edu

Risk Level - Moderate (Disruptive Student)

At this level, there may be a threat to self or others that could be carried out, although there is no evidence that the student has taken preparatory steps. These students may be experiencing mental health problems and display disruptive behaviors. Without intervention and with escalation of the behaviors, an incident could occur.

Behavior Examples:

- Overt, covert, or indirect threats
- Significant lack of social norms
- Expressed desire to do harm to others
- Attempts to instigate fights
- Open defiance of the rules
- Belief that others are conspiring against them or persecuting them
- Violent notes sent to others
- Physically acting out anger
- Comments about weapons or stories of harming others
- Severe emotional distress
- Showing a significant lack of social norms in behavior
- Not respecting one's personal space and boundaries; (stalking/sexual harassment, racial)
- Unusual changes in behavior (i.e. quiet student becomes extremely disruptive or vice versa)
- Excessive activity, rapid speech, swollen eyes, red eyes

Recommendations:

- Do not ignore disruptive behavior. Ignoring might be seen as acceptance of the behavior.
- Consult with a third party (counselor, administrator, advisor).
- Document for personal use
- Complete an **ACT report form** at:
<http://www.alvincollege.edu/ACT> or email
ACareTeam@alvincollege.edu
- May immediately remove a student from class for being disruptive.

Risk Level - High (Dangerous Student)

At this level, there appears to be an imminent and serious danger to the safety of the student of concern or others, and immediate intervention is required. It appears that specific steps have been made to carry out a plan to harm.

Behavior Examples:

- If you are unsure of whom to contact or what to do, call Campus Police at ext. 3700
- Any action that is disruptive enough to report immediately, do so without delay

Dangerous Student Behavior Examples:

- An immediate crisis or need for medical assistance (check for medical ID bracelet)
- Clear intent to harm (self or others)
- Physical assault
- Intense Anger
- Overt threats to kill
- Showing/possessing a weapon
- Suicide attempt
- Extremely disruptive/aggressive behavior, especially with a quick onset
- Written and/or oral threats or thoughts of suicide
- Written and/or oral threats against self or others
- Hallucinations and/or beliefs/thoughts that are out of touch with reality
- Garbled, slurred speech, disconnected thoughts
- Visible signs of trauma (i.e. bruises, cuts, black eyes)
- Significant changes in behavior

Recommendations:

- Use the phone in the classroom to call Campus Police, extension 3700 (281-756-3700) or call 911. A student may be asked to contact Campus Police or get assistance.
- Remain with the student until Campus Police or other support arrives unless eminent danger exists.

- Do not provide transportation to a hospital or any other place, if requested.
- Involve a third party (counselor, administrator, or other staff) at all levels of behavior that are perceived as "dangerous."
- Be aware of exit or escape routes.
- Let the person vent.
- Dismiss the class if necessary.
- Give the student personal space and use same posture as student (standing or sitting).
- Document for personal use.
- Complete an **ACT report form** at:
<http://www.alvincollege.edu/ACT> or email
ACareTeam@alvincollege.edu

Community Response Checklist

Active Shooter Incident

Secure immediate area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer speakers
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/ protection (i.e. walls, thick desks, filing cabinets, any cover that can protect you from bullets)
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons
- Un-securing an area:
- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area

- Consider the safety of masses vs. the safety of few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured

Contacting Authorities:

- Use Emergency 911
- Call ACCPD Emergency at ext. 3700 (or 281-756-3700)
- Email accpolicedepartment@alvincollege.edu
- Be aware that the 911 system will likely be overwhelmed. Program the ACC non-emergency line (281-756-3700) into your cell phone for emergency use or consider email. Email may be an option when unable to speak. Email is monitored by police personnel.

What to Report:

- Your specific location/building name and office/room number
- Number of people at your specific location
- Injuries and the number injured, types of injuries
- Assailant(s) location, number of suspects, race, gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Police Response:

- Objective is to immediately engage assailant(s)
- Evacuate Victims
- Facilitate follow up medical care, interview, and counseling
- Investigation

L.I.V.E.

Listen to the individual

Investigate and ask questions about how they are feeling (ask about suicide)

Verbally express your concern

Escort or refer student immediately to a counselor on campus

Taking Action

When immediate intervention is needed, use the L.I.V.E. strategy and if possible, escort the student to an ACC Licensed Mental Health Professional located in Building A - Advising Services.

In situations of concern that do not pose imminent danger, it is recommended that instructors call and consult with a counselor or request that a counselor contact the student. Other resources include the Director of Advising Services, Stephanie Stockstill or off-campus resources.

Evening and weekend emergency counseling assistance is available by contacting the ACC Campus Police Department - 281.756.3700. Officers can provide emergency assistance and notify an ACC counselor or off-campus resources.

Counseling Services:

Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services include referrals to community resources, academic counseling, disability counseling, career counseling, crisis intervention and, short-term personal counseling. Consultation and referrals are kept confidential.

Warning Signs of a Distressed & Suicidal Student

Today's students face a large amount of stress and anxiety. Suicide is the second leading cause of death of college students (behind automobile accidents).

Sometimes there are warning signs...

- **Changes in behavior**, good students who suddenly start ignoring assignments and missing classes may have problems, problems include depression, drug or alcohol abuse which can affect their health and happiness and put them at risk of suicide.
- **Changes in appearance**, Significant changes in weight, eating or sleeping patterns or social interaction may indicate that something is wrong.
- **Talking about suicide**, Any talk about suicide, dying, or self harm, such as **"I wish I hadn't been born," "If I see you again..."** and **"I'd be better off dead."**
- **Seeking out lethal means**, Seeking access to guns, pills, knives, or other objects that could be used in a suicide attempt.
- **Preoccupating with death**, unusual focus on death, dying, or violence. Writing poems or stories about death.
- **No Hope for the future**, feelings of helplessness, hopelessness, and feeling trapped in situations. College students may be physically or emotionally abused by a member of their family or in a terrible relationship. Signs that a person may be in an abusive relationship include unexplained bruises or other injuries that he or she refuses to discuss.

"There's no way out." Belief that things will never get better or change.

- **Self-loathing/self-hatred**, feelings of worthlessness, guilt, shame, and self-hatred. Feeling like a burden
"Everyone would be better off without me"
- **Getting affairs in order**, making out a will. Giving away prized possessions. Making arrangements for family members.
- **Saying goodbye**, unusual or unexpected visits or calls to family and friends. Saying goodbye to people as if they won't be seen again.
- **Withdrawing from others**, withdrawing from friends and family. Increasing social isolation. Desire to be left alone. Students who don't have friends, or suddenly reject their friends, may be at risk. A friend who suddenly rejects you, claiming, "You just don't understand me anymore," may be having emotional problems.

Difficulty in adjusting to sexual orientation or gender identity. Gay, lesbian, bisexual, and transgendered students have higher suicide attempt rates than their heterosexual peers.
- **Self-destructive behavior**, increased alcohol or drug use, reckless driving, unsafe sex. Taking unnecessary risks as if they have a "death wish."
- **Sudden sense of calm**, a sudden sense of calm and happiness after being extremely depressed can mean that the person has made a decision to commit suicide
- **Expressing rage or revenge**, showing rage or talking about seeking revenge for being victimized or rejected, whether or not the situations the person describes seem real.