

EMERGENCIES

Call Campus Security at **515-964-6500** when available or call **911** or **988 Suicide and Crisis Lifeline**

For quick access, add Campus Security to your phone contacts

An emergency is when a student:

- ▶ Appears to pose imminent danger to self or others
- ▶ Is experiencing a medical emergency
- ▶ Demonstrates threatening behavior toward you or another student
- ▶ A crime is being perpetrated against you or another student

Intervention:

An officer will be dispatched to the scene as needed. Additional responses will be based on the situation and may include a referral for medical and/or mental health assistance.

NON-EMERGENCIES

PERSONAL CRISIS/COMMUNITY DISTRESS

- ▶ Personal tragedy or significant event that impacts a student's ability to be successful
- ▶ All incidents involving any form of sexual misconduct (see responsible employee guide inside)
- ▶ Activities or events that have an impact on the safety of the campus community

HOW TO RESPOND

- ▶ If a student appears volatile, dangerous or is demonstrating immediate harm to self or others call 911 and Campus Security at 515-964-6500 for immediate assistance.
- ▶ Faculty and staff are required to inform the Title IX Coordinator about all issues of sexual misconduct (See page 3)
- ▶ The Counseling staff on your campus is available to consult
- ▶ Early Alert can be submitted when additional support is needed

RESOURCES

- ▶ Counseling Department—515-964-6200
- ▶ Early Alert can be submitted if appropriate—www.dmac.edu/counseling/Pages/facultyreferrals.aspx
- ▶ Judicial Officer—Debbie McKittrick; 515-964-6574; dkmckittrick@dmacc.edu

MENTAL HEALTH AND EMOTIONAL HEALTH

- ▶ Severe Anxiety
- ▶ Depression
- ▶ Other emotional disturbance or distress
- ▶ Passive suicidal thoughts
- ▶ Medication management
- ▶ Loneliness or difficulties with feeling connected to others

HOW TO RESPOND

- ▶ The Counseling staff on your campus is available for consultation on how to respond to student mental health concerns
- ▶ Staff at Campus Health can assist with medication management, expressions of care and support are key factors in helping students
- ▶ Early Alert can be submitted when additional support is needed

RESOURCES

- ▶ Counseling Department—515-964-6200
- ▶ Early Alert—www.dmac.edu/counseling/Pages/facultyreferrals.aspx
- ▶ 988 Suicide and Crisis Lifeline

ACADEMIC MISCONDUCT AND CLASSROOM DISRUPTIONS

- ▶ Inappropriate behavior in the classroom
- ▶ Disruptive behavior in the classroom, residence hall or other location
- ▶ Activities or events that have an impact on the safety of the campus community
- ▶ Plagiarism or other forms of academic misconduct

HOW TO RESPOND

- ▶ Consult your department chair or dean/provost
- ▶ Judicial Officer is available for consultation
- ▶ Contact Campus Security if needed
- ▶ Incident report should be submitted if appropriate

RESOURCES

- ▶ Judicial Officer—Debbie McKittrick; 515-964-6574; dkmckittrick@dmacc.edu
- ▶ Incident Report—www.dmac.edu/security
- ▶ Early Alert—www.dmac.edu/counseling/Pages/facultyreferrals.aspx

ACADEMIC DIFFICULTY

- ▶ Missing one or two classes within the first two weeks of the term
- ▶ Low or no engagement in the classroom
- ▶ Isolation from other students
- ▶ Poor performance early in the term
- ▶ Student is seeking to withdraw

HOW TO RESPOND

- ▶ Make referrals to Academic Achievement Center, Disability Services or the student's campus
- ▶ Early Alert can be submitted when additional support is needed

RESOURCES

- ▶ Academic Achievement Center—www.dmac.edu/academicachievement
- ▶ Disability Services—515-964-6234 or dso@dmacc.edu
- ▶ Early Alert—www.dmac.edu/counseling/Pages/facultyreferrals.aspx



TO VIEW THIS RESOURCE
ONLINE OR TO DOWNLOAD
A PDF SCAN THE QR CODE

If you are concerned for your safety or that of others, call 911 immediately.

If a student appears volatile or dangerous or is demonstrating immediate harm to self or others: call 911 or Campus Security at 515-964-6500 for immediate assistance.

DMACC
DES MOINES AREA
COMMUNITY COLLEGE

TALKING TO A STUDENT

01

Acknowledge

- ▶ Be specific about the behavior that you've noticed
- ▶ Express your concern
- ▶ Provide examples of your concerns
- ▶ Offer to serve as a resource

Tell me more about what's going on.

How long have you been navigating this?

02

Inquire and Listen

- ▶ Ask open-ended questions
- ▶ Demonstrate empathy as they share their concerns
- ▶ Be patient and give your full attention
- ▶ Remind student that you are not confidential

Thank you for being comfortable sharing. As a reminder, I'm not confidential, but I will only share with those that need to know.

03

Provide Information and Encouragement

- ▶ Provide the student with information about resources
- ▶ Encourage the student to contact one of the resources provided
- ▶ Acknowledge what you heard
- ▶ All concerns are valid

I'm concerned about you and I want to support you. I'd like to share a few helpful resources with you.

04

Follow Up

- ▶ Check back in with student on any items discussed
- ▶ Offer to help connect to resources if needed

Have you had a chance to follow up with the resources we discussed?

Can I help you get connected to any resources?

TIPS FOR FACULTY AND STAFF WHO HAVE CONCERNS

Always keep safety in mind. If you feel that you or other students are in any danger, call DMACC security at 515-964-6500 or 911.

If you have been made aware of sexual misconduct, contact the Title IX officer. DMACC takes all incidents seriously and has a responsibility to address sexual misconduct.

Use active listening skills to assess the student's concerns and better understand how to offer the appropriate assistance.

Don't promise complete confidentiality to a student. Document your interactions with the student in case the situation escalates.

Know your limitations. You are NOT expected to serve as a counselor. Instead, ensure a warm handoff/referral to the appropriate parties, so that you and/or the student are clear on next steps.

FERPA—The Family Educational Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there is a legitimate safety concern.

FACULTY AND STAFF GUIDE TO ASSISTING STUDENTS OF CONCERN

Early Alert Referral Process

Early Alert Referrals (EAR) can be a great response for a wide variety of non-urgent scenarios. EARs are assigned to student services professionals who reach out directly to the student to offer an additional layer of support.

Reasons for referral may include:

- ▶ Has shared concerns related to career indecision and/or employment
- ▶ Displays under-developed study and time management skills and/or is lacking essential skills for coursework
- ▶ Seems to have personal, medical, or financial challenges affecting their performance
- ▶ Has shared concerns related to the financial aid process
- ▶ Is failing to consistently submit classwork and/or demonstrates lack of preparation
- ▶ Would benefit from academic support such as the Academic Achievement Center, Tutoring, Adult Literacy, or English Language Learning
- ▶ Has another counseling need

Referrals must be submitted electronically and will be promptly assigned to the appropriate student services staff member who will provide direct outreach to the student by phone and email.

A list of academic advisors, counselors, locations, and program assignments are available to all deans, directors, and faculty/staff for use in the referral process. Use of the Early Alert Advising/Counseling Referral Form does not preclude in-person referrals or those of an urgent nature.

If you encounter any issues when submitting a referral, please email earlyalert@dmacc.edu. Please include the student's name and ID along with course information (if applicable) and an explanation of the reason/s for your referral.

Do you have questions about the process?

Visit www.dmacc.edu/counseling/Pages/facultyreferrals.aspx for more information, including a set of instructions on how to submit a referral. You may also contact Bobby Nalean at rjnalean@dmacc.edu or 515-697-7723.

RESPONSIBLE EMPLOYEE INFORMATION – TITLE IX

Title IX prohibits gender discrimination in all educational programs and activities. Title IX applies to admissions, financial aid, academics, athletics, career services, counseling, medical services, employment, and all other programs, events, and activities available at educational institutions. The prohibition against gender discrimination includes sexual harassment, sexual violence, sexual intimidation, and relationship violence.

As part of an educational community, Des Moines Area Community College (DMACC) is committed to the principles of Title IX and to creating and maintaining an educational environment and workplace that is free from discrimination, sexual harassment, sexual assault, sexual intimidation, and sexual violence.

Join DMACC in creating and supporting a discrimination free environment by supporting the principles of consent in all relationships, by learning about Title IX, and by reporting any gender discrimination including sexual harassment, sexual assault, sexual intimidation, and sexual violence.

REPORTING A COMPLAINT

In order to take appropriate corrective action, the College must be made aware of misconduct or related retaliation. Therefore, anyone who believes that they experienced or witnessed misconduct or related retaliation should promptly report such behavior: Title IX Officer/Judicial Officer dkmckittrick@dmacc.edu 515.964.6574

Who Should Report?

Report if you:

- ▶ Are victimized
- ▶ Witnessed someone being victimized
- ▶ Are aware of information that someone is or might be victimized. If you are a student and you report your concern to a college employee, employees (except counselors / campus health services) have a responsibility to inform the Title IX Coordinator that an incident has occurred, even if you are choosing to remain anonymous. If you are an employee and you report to a supervisor, your supervisor is required to report the information to the Title IX Coordinator.

DMACC's Title IX Coordinator is:

Debbie McKittrick
Judicial Office/Title IX Coordinator
2006 S Ankeny Blvd., Building 1, Ankeny, IA 50023
515-964-6574 | dkmckittrick@dmacc.edu