HELPFUL CONTACTS

Aggie Honor Code
Crisis Intervention HelpLine (afterhours or after 5:00 p.m.)
Dean of Faculties
Disability Services
HR Employee Assistance Program
Offices of the Dean of Student Life
Residence Life
Student Assistance Services
Student Counseling Service
Student Health Services
Student Rules
University Police Department

http://aggiehonor.tamu.edu
http://scs.tamu.edu
http://dof.tamu.edu
http://disability.tamu.edu
http://employees.tamu.edu
http://studentlife.tamu.edu
http://reslife.tamu.edu
http://sas.tamu.edu
http://scs.tamu.edu
http://shs.tamu.edu
http://student-rules.tamu.edu
http://upd.tamu.edu

(979) 458-3378
(979) 845-2700
(979) 845-4274
(979) 845-1637
(979) 845-3711
(979) 845-3111
(979) 862-3158
(979) 845-3113
(979) 845-4427
(979) 458-8316
(979) 845-3111
(979) 845-2345

HELPING STUDENTS IN DISTRESS
This guide may be used as a resource when working with troubled students, identifying students in distress, helping students, and knowing where to refer students for help when they need it. Staff in the Offices of the Dean of Student Life is available for assistance if needed when referring or assisting a student. The Dean of Faculties or Human Resources should be contacted regarding concerning behavior on the part of faculty or staff, respectively.

HOW TO HELP STUDENTS

(RECOGNIZE THE PROBLEM)
- Tardiness or excessive absences
- Repetitive excuses
- Recurrence of addressed concerns
- Classroom disruptions
- Disclosure of sexual assault, harassment, dating violence, domestic violence, or stalking
- Sudden or extreme changes in behavior
- Threatening behavior
- Disclosure of suicidal/homicidal thoughts

(WHAT TO DO)
- Talk to the student in private and allow plenty of time, and/or communicate care for the student’s well-being.
- If you do not feel comfortable addressing all concerns, refer the student to the Student Counseling Service.
  • You can walk with the student to the Student Counseling Service, or
  • Refer the student to the office location or online for an appointment at http://scs.tamu.edu.
  • Emergency walk-in accommodations are available Monday-Friday 9am-4pm.
- If you have concerns about a student you have already tried to help, consult with Student Assistance Services or the Student Counseling Service.

(CRISIS SITUATIONS)
- If a student exhibits behaviors that you feel indicate IMMEDIATE DANGER TO SELF OR SOMEONE ELSE: CALL 9-911 from a campus phone, or 911 from a cell phone or off campus phone
- For URGENT but NON-CRISIS situations during working hours, walk the student to the Student Counseling Service. After working hours, please call the HelpLine at (979) 845-2700.

CONCERNING BEHAVIOR RESPONSE GUIDE
THREATENING/CONCERNING BEHAVIOR
If you see or are dealing with threatening behavior or other unusual situations in which students appear extremely aggressive, contact:

UNIVERSITY POLICE DEPARTMENT
Phone: Emergency: 9-911 (on campus) or 911 (off campus/cell phone)
Non-emergency: (979) 845-2345 | http://upd.tamu.edu

TELL SOMEBODY/SPECIAL SITUATIONS TEAM (for non-emergency)
For behavior that is concerning and needs to be brought to the attention of the Special Situations Team, you may report:

Online: http://tellsomebody.tamu.edu
Phone (during work hours):
Student behavior - Offices of the Dean of Student Life (979) 845-3111
Staff behavior - Human Resources (979) 845-3711
Faculty behavior - Dean of Faculties (979) 845-4274

STUDENTS IN DISTRESS
If you are assisting a student who is experiencing a psychological or emotional crisis, or needs to speak to someone, contact:

STUDENT COUNSELING SERVICE
8am-5pm Monday - Friday
Phone: (979) 845-4427
Helpline: (979) 845-2700 (after business hours)
http://scs.tamu.edu

INJURY OR ILLNESS
For medical emergencies call 9-911 from a campus phone, or 911 from an off-campus phone or a cell phone. If a student is feeling ill, advise student to set up an appointment online or by phone at:

STUDENT HEALTH SERVICES
Location: AP. Beutel Health Center I 8am-5pm Monday - Friday
Phone: (979) 845-3111
Location: AP. Beutel Health Center II 8am-5pm Monday - Friday
Phone: (979) 845-3111

WHAT STAFF SHOULD KNOW ABOUT SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING
Helping to ensure a coordinated, compassionate, and professional response when a student discloses an incident

Texas A&M University strives to maintain a work and educational environment free from discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Individuals are encouraged to report all unwelcome conduct of a sexual nature and should not wait to report conduct of concern until it becomes severe, pervasive, or persistent harassment. University officials can take proactive steps to address conduct, perhaps prevent conduct from continuing or escalating, and/or protect or otherwise assist the recipient of the conduct.

1.Identifying Incidents of Sexual Harassment Including Sexual Violence

Sexual Harassment
Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when the conduct is so severe, persistent, or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile or offensive work or educational environment. The University will use a reasonable person standard to determine these elements. Sexual harassment also includes sexual misconduct (non-consensual sexual intercourse and non-consensual sexual contact) and sexual exploitation.

Dating violence - Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Domestic violence - Any violence committed by a person who is or has been a current or former spouse of the survivor, person with whom the survivor shares a child in common, person who is cohabitating with or has cohabitated with the survivor as a spouse, a person similarly situated to a spouse of the survivor under the domestic or family violence laws of the jurisdiction granting grand monies, or any other person against an adult or youth survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking - Any repeated conduct directed specifically at another person that causes that person or a member of that person's family or household to fear for his/her safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of that person's family or household, or an offense being committed against that person's property.

2. Where on Campus to Direct Complaints
All employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment and related retaliation. When alleged or suspected discrimination, sexual harassment or retaliation is experienced or observed by or made known to an employee, the employee is responsible for reporting that information to TAMU System Regulation 08.01.01, section 2.1.

The University has identified “Designated Officials” who will investigate and respond appropriately to alleged violations of sexual harassment.

Designated Officials - Reports should be communicated to the appropriate Designated Official based on the status of the alleged offender.

For additional questions regarding discrimination based on sex or disability, you also may contact the Title IX Coordinator at 979.845.0977, TitleIX.Coordinator@tamu.edu.

For more information about sexual harassment, sexual assault, domestic violence, dating violence, and stalking, please visit the following resources:

Texas A&M Title IX Administrator at TAMU Email: Title IX Coordinator@tamu.edu Phone: 979.845.0977

Stalking - Any repeated conduct directed specifically at another person that causes that person or a member of that person's family or household to fear for his/her safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of that person's family or household, or an offense being committed against that person's property.

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1. How should I respond when classroom disruption occurs and/or a student exhibits persistent disruption?

A number of factors influence the response to disruptive behavior. The Student Rules outline some guidelines for faculty to use as appropriate. These guidelines do not constitute a fixed procedure; they should be pursued according to your assessment of the situation. Student Rule 21.2.1 states, “The instructor responsible for the class or activity where the alleged disruptive behavior occurred will inform the student that his/her behavior has been inappropriate. The instructor will describe to the student specific needed changes in the student’s behavior. The student will be provided an opportunity to modify his/her behavior in accordance with the changes identified. The instructor will provide the student with a written, dated summary of his/her discussion with the student, and the instructor will retain a file copy of this summary.” Involve others as appropriate. Even when there is no threat to harm, it may be helpful to report this behavior to your department chair or supervisor. The Special Situations Team cannot guarantee a report will remain confidential. State law determines confidentiality.

2. I haven’t seen the student in a few weeks. What can I do?

Student Rule 7.7 states, “Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting through the head of the student’s major department to the dean of the student’s college.” Faculty or staff can contact the Student Assistance Services at (979) 845-3113 to assist in conducting a welfare check on a student.

3. How should I report a concern that came from a private conversation with a student?

If the concern involves threat of harm to self or others, contact UPD if it is an emergency or, in non-crisis situations, report it to the Special Situations Team through the http://tellsomebody.tamu.edu website. Please remember, when alleged or suspected discrimination, sexual harassment (including sexual violence) or retaliation is experienced or observed by or made known to an employee, the employee is responsible for reporting that information to the official university contact.

Even when there is no threat of harm, it is suggested you involve others when a conversation or interaction with a student causes concern. You may find it helpful to discuss this with your department head or supervisor. The Student Counseling Service at (979) 845-4427 and Student Assistance Services (979) 845-3113 are also available for consultation.

4. Can I submit an anonymous report regarding concerning behavior?

You have the option to submit an anonymous report online at http://tellsomebody.tamu.edu or not identify yourself over the phone. However, this type of reporting may limit or prolong the process of finding a solution or helping the individual. The Special Situations Team cannot guarantee a report will remain confidential. State law determines confidentiality.

5. Will someone notify me of the outcome regarding my report/referral?

Depending on the nature of the report/referral, Student Assistance Services or a staff member from the Offices of the Dean of Student Life may contact you to verify report details or to discuss the incident.

6. I believe that the student’s behavior might be a violation of our student rules. What can I do?

Submit a Campus Community Incident Report (CCIR) through the Student Conduct Office. More information can be obtained at http://studentlife.tamu.edu/sco.

7. A student came to me requesting assistance with the fact that her baby’s due date is midway through the semester. How do I accommodate her?

The Dear Colleague letter from the Office of Civil Rights (June 25, 2013) states, “It is illegal under Title IX for schools to exclude pregnant students from participating in any part of an educational program, including extracurricular activities...When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.” Seek consultation from your department chair or supervisor. Student Assistance Services is also available for consultation at (979)845-3113.